



TOWN OF NEWINGTON

131 CEDAR STREET
NEWINGTON, CONNECTICUT 06111

John Salomone
Town Manager

OFFICE OF THE TOWN MANAGER

MEMORANDUM

To: Newington Town Council
From: John Salomone, Town Manager
Date: March 18, 2011
Re: Monthly Report – February 2011

GENERAL ADMINISTRATION

- Town Manager John Salomone attended various meetings of the CRRA and CRCOG.
- Mr. Salomone met with the department heads and staff to review the 2011-12 Town Manager's proposed budget.
- Mr. Salomone attended several project meetings and several team meetings regarding various issues including Town Hall space needs, the Capital Improvement (CIP) Committee and has met with various staff members regarding snow and ice removal throughout Town.
- Mr. Salomone met with staff and union representatives regarding various personnel issues.
- Mr. Salomone met with residents and area business owners to address various issues and concerns as needed.

Paid overtime during the month of February 2011 was as follows: Note that overtime costs include all instances and may be charged to non-operating budgets (i.e. road projects). These costs will not agree to 2010-11 overtime expended amounts in the following chart.

HIGHWAY DEPARTMENT	Overtime Hours	Cost
Vehicles and Equipment	13.1	\$573.08
Weekend Standby and Call-In	16.0	729.28
Snow	1737.5	72,228.19
Road Maintenance	1.8	66.05
Traffic Division	--	--
Total	1768.4	\$73,596.60
PARKS AND GROUNDS DIVISION	Overtime Hours	Cost
Cemetery	16.5	636.50
Snow and Ice	264	11,410.33
Total	280.5	\$12,046.83

POLICE DEPARTMENT	2010-11 Budget Overtime Appr.	Overtime Expended 10-11 YTD	2009-10 Budget Overtime Appr.	Overtime Expended 09-10 YTD
Administration	\$ 6,461.00	\$ 3,509.71	\$ 3,976.00	\$ 4,545.03
Patrol	554,004.00	400,444.45	580,294.00	352,039.61
Investigation	74,110.00	40,557.11	76,691.00	45,315.78
Communication	111,426.00	105,657.74	112,132.00	76,274.53
Education/Training	103,603.00	67,012.98	103,603.00	32,750.41
Support Services	37,985.00	20,278.95	39,071.00	20,171.01
Animal Control	12,144.00	3,373.61	12,144.00	5,452.05
Total	\$ 899,733.00	\$ 640,834.55	\$ 927,911.00	\$ 536,549.42
HIGHWAY DEPARTMENT				
Highway Operations	28,109.00	\$ 13,258.97	\$ 28,109.00	\$ 11,770.51
Snow and Ice Control	132,349.00	124,636.31	132,349.00	86,036.52
Traffic	8,345.00	3,258.45	8,345.00	2,414.17
Vehicles and Equipment	28,185.00	15,897.01	28,185.00	9,847.77
Leaf Collection	54,997.00	43,908.39	54,997.00	42,356.34
Total	\$ 251,985.00	\$ 200,959.13	\$ 251,985.00	\$152,425.31
PARKS AND GROUNDS				
Parks and Grounds	\$ 130,547.00	\$ 75,573.16	\$ 130,547.00	\$ 79,519.16
Cemeteries	14,893.00	7,306.03	14,893.00	4,687.88
Total	\$ 145,440.00	\$ 82,879.19	\$ 145,440.00	\$ 84,207.04

Police Department Overtime

- Comparison - January 2011 to February 2011
 - OT January: \$87,741 - 2 holidays
 - OT February: \$55,634 – no holidays
 - Total decrease: \$32,107
- In February there was one officer on light duty, one officer out on Workers Compensation, and 2 officer vacancies, all of which created overtime costs. In February, two patrol officers were hired and sent to the Police Academy, leaving one dispatch vacancy. These two officers will not be street ready until the end of 2011.
- Administrative overtime of \$248 is a decrease of \$249.
- Patrol overtime of \$36,149 is a decrease of \$18,595. This month did not have any overtime for Holidays. There were approximately seventy-four days of leave used, with minimal holdovers.
- Detective Division Overtime \$2,905 is a decrease of \$665. Call-outs included a sexual assault, sudden death, larceny investigation, and background investigations.
- Communications overtime of \$9,996 is a decrease of \$4,282. This division still has a vacancy for a dispatcher. Some shifts are being covered by personnel that results in less overtime being spent filling the vacancy position. Time off was also filled with overtime.
- Education overtime of \$5,447 is a decrease of \$5,402 due to fewer training days.
- Support Services overtime of \$758 is a decrease of \$2,432. Overtime included a Youth Services meeting and an Accident investigation.
- The Animal Control Officer did not incur any overtime costs in February.

PERSONNEL

- Donna Miller was appointed to the position of Library Director for the Lucy Robbins Welles Library, effective April 4, 2011.
- A public posting for the part-time Assistant Town Clerk position was posted on January 24, 2011 with a closing date of February 4, 2011. Corrine Schroll was appointed to the 15-hour per week position effective February 28, 2011.
- A public posting for the part-time Special Events Coordinator position for the Parks and Recreation Department was posted on February 23, 2011 with a closing date of March 9, 2011.
- A union posting for the Air Conditioning & Heating Control Mechanic position was posted on February 3, 2011 with a closing date of February 10, 2011. No internal applications were received. The position was posted publically on February 28, 2011 with a closing date of March 11, 2011.

RISK MANAGEMENT

2010-11 Blue Cross/Blue Shield Plan Year

- The seventh month of the 2010-11 plan year produced a combined paid claim total that was lower than those estimates that were developed at renewal. The monthly claims for the 2010-11 plan year were estimated at \$855,467. The total paid claims for January 2011 were \$728,091. The breakdown for the Town and Board of Education is as follows:

	<u>Cumulative Claims through January 2011</u>		
	Town	Board of Education	Total
Estimated Claims	1,283,562	4,704,707	5,988,269
Actual Claims	1,332,843	4,070,987	5,403,830

FACILITIES MANAGEMENT

- The facilities group completed 61 formal work orders during the month of February at the various Town Buildings.
- Ongoing roof repairs continue throughout the Town Hall on an as-needed basis when leaks occur. There is no solution for this issue short of roof replacements. A plan to replace the roofing was submitted to the CIP committee.
- A plan to continue work on the third large storage building at the parks garage has been developed to begin spring repairs.
- Bi-weekly reviews have been held with the cleaning contractor since the contract was issued for the Police building, Senior & Disabled Center and the Library and the results have been very positive. There has been a very positive and noticeable difference at all locations to date.
- Equipment selections for the chiller replacement at the Senior and Disabled Center were submitted for review and approved. Work on this project began with the removal of exterior controls and piping to the existing chiller in preparation for the new equipment. The contractors are waiting for warmer weather to install the new chiller.
- The Town Hall renovation project was approved by the building committee and submitted to the Town council and approved to issue construction documents during March. Construction schedules and final designs were completed in February. The project will be out for bid during March with award expected during April. Pre-work has started with the consolidation of the building and engineering groups in the lower level as a temporary move during construction.

INFORMATION SYSTEMS AND TECHNOLOGY

- Logged 38 requests for service via the Internet, blocked 44,433 unsolicited SPAM email messages from being delivered, and blocked 25 virus / Trojans, 14 blocked spyware infections and 37,803 intrusion detections from impacting the Town's network infrastructure.
- Completed 87 formal work orders.
- The Town's website had approximately 20,482 visits during the month, 58,294 page views with an average of 2.85 pages viewed per visit. The Town Homepage, Library Homepage, Assessor's Office Homepage/ On-Line Property Record Card and Town Employment Opportunities were the most frequently visited pages.
- Coordinated repair for Fire Company 2 and 3 emergency phones.
- Provided GIS mapping services for Town Planner (Presentation Town Council), Highway Department (Sidewalk Project), Fire Department (Fire Hydrant Dig Out) and various public requests.
- Provided the Assessor's Office with GIS data for inclusion in their new computer aided mass appraisal (CAMA) system.
- Mr. Thad Dymkowski, GIS Technician, hosted a meeting of Connecticut GIS User to User Group Steering Committee.
- Uploaded new aerial photo provided by the Capitol Region Council of Governments (CRCOG) for use with their GIS web tool.
- Provided GIS map to library for inclusion in new resident information packet.
- Implemented Google Streetview and MSN Bing Maps Birdseye data into Town's Internal Web GIS Tool.
- Provided technical services to Town Manager's Office and Mayor's Office for the State of the Town address.
- Provided Central Connecticut Health District with a review of the Town's remote desktop and application delivery services.
- Configured wireless network for use by TaxWise staff at the Senior and Disabled Center.

- Continued deployment of Mobile Data Terminal (MDT) replacements at the Police Department.

FINANCE

Accounting and Administration

- Ms. Harter, Director of Finance, prepared a 2010-11 mid-year financial update and budget transfers for the Town Council Meeting on February 8th. The budget transfers as approved by the Town Council were recorded onto the Town's accounting system
- Ms. Harter assisted with compilation of information for the State of the Town held on February 10th.
- Final efforts were made on the FY 2011-12 budget including meeting with select Town departments, producing budget pages as well as composing budget narratives.

Major grants received during the month included a reimbursement for the Newington High School Air Conditioning project in the amount of \$204,543. 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)
2/28/2011

	<u>Interest Earnings</u>		<u>\$ Invested</u>
	<u>Budget</u> FY2010-11	<u>Actual</u> Year to Date	
General Fund	\$200,000	\$83,590	\$51,980,872
Special Revenue Funds	2,400	2,654	1,334,560
Capital Projects Funds	867	649	445,985
Internal Service Fund	11,497	5,638	4,881,621
Trust and Agency Funds	4,500	2,134	1,600,969
TOTAL, ESTIMATED BY FUND			\$60,244,007

INVESTMENTS, BY INSTITUTION TYPE

(Unaudited)
2/28/2011

	<u>Interest %</u>		<u>Interest \$</u>		<u>\$ Invested</u>
	<u>Current</u> Month	<u>Last</u> Month	<u>Current</u> Month	<u>Last</u> Month	
STIF	0.22	0.23	6,198	3,020	34,845,374
CLASS PLUS	0.14	0.14	441	461	4,260,275
Bank North	0.30	0.30	2,807	6,381	12,197,259
Sovereign Bank	1.00	1.00	7,758	4,992	10,112,547
Total Outstanding Investments					\$61,415,455

Rates reflect avg. monthly yield, annualized

Assessor

- Real estate deeds were read and entered in the computer assisted mass appraisal system through the end of February.
- The 2011 revaluation continued as approximately 200 interior inspections were made of condominiums by the revaluation company. Appointments for inspections were set up by the Assessor's office. Additional market analyses were performed. The revaluation is on schedule for delivery at the end of the year.
- Appointments for 25 appeals to the Board of Assessment Appeals held in March were made by the Assessor's office.
- Applications for the elderly tax relief benefits program offered by the State of Connecticut commenced during the month. This will be an on going program as applications will be taken through May 15, 2011.

Revenue Collector

- Revenue Collections for February for Real Estate, Personal Property & Motor Vehicles amounted to \$1,616,464. The Supplemental Motor Vehicles collected were \$97,334 and \$18,980 was collected for back taxes.

- February's collections were down in each category when compared to last year's percentage.

TOWN CLERK

- There were 430 documents filed on the land records during February. There were a total of 49 property transfers totaling \$3,533,935 in sales. State conveyance tax collected on these transfers was \$17,658; \$8,835 was collected in Town conveyance tax. Seven survey maps were recorded.
- There were 38 liens, 113 mortgages and 179 releases filed on the land records.
- The office certified 126 vital records and issued 10 cremation certificates.
- Seven Notary Public commissions were catalogued.
- The Town Clerk and the UCONN intern devoted quite a bit of time during the month to producing and editing two episodes for NCTV. One installment demonstrates how the Highway Department deals with the challenges of plowing snow for the Town of Newington. The other program features clips with the Finance Director, Ann Harter and the Assessor, Steve Juda explaining the budget process, how the Grand List is prepared and how the mil rate is calculated. The budget show will air in mid-March.
- The staff reviewed 31 applications for the part-time position in the office. Several interviews were conducted and a candidate was recommended to the Town Manager. Corrine Schroll was hired on February 28th.
- The annual billing for certified copies of birth certificates, marriage licenses and death certificates was completed. Each year, the Town Clerk, acting in the capacity of Registrar of Vital Statistics, must invoice every town that was issued a certified copy of a vital record from the Town of Newington throughout the year. Certified copies of these vital statistics are also forwarded to the Department of Public Health on a monthly basis.

DATA SUMMARY FEBRUARY 2011				
	<u>February-11</u>	<u>February-10</u>	<u>FY 10/11 to Date</u>	<u>FY 09/10 to Date</u>
Land Record Documents	430	395	4247	4124
Dog Licenses Sold	8	15	409	439
Game Licenses Sold	42	47	442	514
Vital Statistics				
Marriages	7	11	122	152
Death Certificates	36	17	223	197
Birth Certificates	18	22	141	177
Total General Fund Revenue	\$ 24,098.89	\$ 22,962.69	\$278,252.33	\$307,392.19
Town Document Preservation	\$ 826.00	\$ 770.00	\$ 7,721.00	\$ 7,524.00
State Document Preservation	\$ 832.00	\$ 744.00	\$ 7,802.00	\$ 7,504.00
State Treasurer (\$26 fee)	\$ 14,760.00	\$ 13,392.00	\$137,510.00	\$134,846.00
Locip	\$ 1,230.00	\$ 1,116.00	\$ 11,460.00	\$ 11,238.00
State Game Licenses	\$ 194.00	\$ 721.00	\$ 4,142.00	\$ 8,561.50
State Dog Licenses	\$ 40.50	\$ 111.50	\$ 2,451.50	\$ 2,677.50
Dog Licenses Surcharge	\$ 16.00	\$ 48.00	\$ 872.00	\$ 978.00
Marriage Surcharge	\$ -	\$ 133.00	\$ 1,015.00	\$ 1,653.00
Grand Total	\$ 41,997.39	\$ 39,998.19	\$451,225.83	\$482,374.19

POLICE DEPARTMENT

- Edward Silva and Yuri Branzburg were sworn in as police recruits for the Newington Police Department on Monday, February 7th. Both officers began their training at the Connecticut Police Academy (POST) on February 18, 2011. A July 2011 Graduation is expected.
- Seven Police Dispatch Candidates participated in Oral Interviews conducted on February 17th. Five candidates passed and are continuing on with background checks.

- Patrol Calls for February were as follows:

AlarmBurg	115	F/CONO	1	MVAProp	84
ALARMHOLD	1	F/COSYMP	1	MVAssist	94
Animal	13	F/HAZMAT	3	MVCOMPLAINT	44
ASSAULTIP	3	F/Other	25	NEIGHBOR	7
ASSAULTREP	5	F/STRUC	9	NOISE	16
ASSIST	32	F/VEH	3	Notification	4
BADCHECKNSF	1	F/WATER	7	OPENDOOR/WIN	6
BREACHIP	10	FINGERPRINT	19	OTHER	19
BREACHREP	4	FollowUp	52	PARKINGVIOL	33
BURGIP	1	Harassment	19	PropFound	11
BURGREP	1	Hazard	59	PropLost	8
CARSEAT	2	Illegal Dumping	2	ServWarrant	30
CHECK	67	INTOXICATED	5	SEXASSAULTRE	1
CLEARLOT	1	JUVCOMP	6	SHOTS	1
COURT	17	K9	3	SpecDetail	38
CRIMMISIP	1	K9OTHER	1	STOLENMV	1
CRIMMISREP	7	LAND/TENANT	5	SuddenDeath	2
CSO	14	LARCFROMMV	5	SUICIDEATT	3
CUSTOMERIP	4	LARCIP	12	SuspiciousIP	64
CUSTOMERREP	4	LARCREP	23	SuspiciousRep	27
Dog	43	LOCATION	19	TESTPOLICE	1
DomesticIP	28	LOCKOUTMV	2	TestServWarrant	1
DOMESTICREP	4	LOCKOUTRESID	1	THREATREP	5
Drug	10	M	180	TOWNORD	6
DUI	7	MISSING	3	TRAFFIC STOP	608
EDP	7	MVAband	3	TRESPASSIP	3
ESCORT	23	MVAEVADING	21	TRESPASSREP	2
F/ALARM	14	MVAInjury	3	TOTAL	1,980

Patrol Calls and Investigations

- Responded to a town residence for a report of a missing 79 year old male. The complainant reported that her elderly father left the house at approximately 9:00 AM. He had an everyday routine that he has followed for years and that he always returns home for lunch at noon time. The missing person was entered into the NCIC system as File 06 (missing person) and also entered into the Connecticut State Police Silver Alert System. His photo and information was distributed to the local news stations requesting assistance in locating the man. On 2/09/11, at approximately 11:50 PM, he was located in Farmington, CT. He was unharmed and did not require medical attention.
- Observed a vehicle operating erratically and at a high rate of speed on the Berlin Turnpike. The vehicle entered the driveway of the Grantmoor Motor Lodge where the officer initiated a traffic stop. The operator appeared unusually nervous and defensive. Because of that behavior, he was asked to exit the vehicle. Further investigation, including a vehicle search by Newington Police K-9 "Archie", led to the discovery of 3 packets of Heroin. The operator was placed under arrest and transported to Police Headquarters, where he was processed on narcotics related charges and detained on a \$5000.00 bond.
- Responded to a residence in the center of town to investigate a burglary complaint. It was discovered that entry into the building had been made through an unsecured rear door and that numerous items had been taken. According to the resident, the items stolen included a flat screen television, video game equipment, and jewelry. This incident is currently under investigation.
- Continued patrol efforts in the center/downtown business district as part of an ongoing effort to increase police services in that area of town. As part of this initiative, enforcement of the two hour parking zones on Market Square has been conducted.

Detective Division

- Handled 68 investigations, 56 remain ongoing and 12 were closed by investigative methods.
- Served 29 arrest warrants, 25 by Patrol Officers and 4 by Detective Division personnel.

Community Service Officer (CSO)

- Continued working with Newington High School staff and School Resource Officer Cunningham towards securing a Youth and Police Federal grant. The grant is aimed at facilitating more positive interactions between youth and police. The goals of the program are to promote positive youth development and to increase the numbers of police officers who are experienced and comfortable working and interacting with youth.
- Assisted in the preparation for the annual Ciara McDermott Basketball Classic, currently scheduled for April 1, 2011. The event honors former Newington Police Officer Ciara McDermott while raising funds for a scholarship dedicated in her memory.
- Facilitated a meeting between a set of neighbors currently involved in an ongoing neighbor dispute. The mediation was focused on collectively resolving quality of life issues and complaints levied by each party.
- Conducted a police department familiarization tour for a local Girl Scout troop and also conducted a presentation on bullying to a group of approximately 20 parents and teachers from St. Mary's school.

UCR/NIBRS Selected Crimes

Type of Crime	Preliminary January 2011		January 2010	
	# of Offenses	Value of Crime	# of Offenses	Value of Crime
Murder	-0-	-0-	-0-	-0-
Forcible Rape	-0-	-0-	1	-0-
Robbery	-0-	-0-	2	\$139
Assault	9	-0-	6	-0-
Burglary	4	\$2,415	7	\$18,549
Larceny Theft	38	\$12,557	80	\$105,962
Auto Theft	3	\$18,000	4	\$17,700
Totals	54	\$32,972	100	\$142,350

- During January, the police department arrested 68: 12 for assaults, 4 for burglary, 1 for vandalism, 12 for narcotic violations, 1 for offenses against family, 8 for DUI, 2 for liquor law violations, 10 for larceny thefts, and 18 for other miscellaneous offenses. The department also arrested or referred 8 persons under the age of 18 for criminal acts: 2 for assaults, 1 for larceny, 1 for vandalism, 1 for narcotic violations, and 3 for other offenses.

FIRE DEPARTMENT

	February 2011	8 Month Total
Residential	34	159
Commercial, Industrial, Office	11	34
Hospital, School	1	9
Vehicle	3	20
Rescue, Police Assistance	2	19
Dumpster, Rubbish, Grass, Brush, Leaves	0	22
Hazardous Materials/Clean up	5	29
Investigative Alarm	17	186
False Alarm	0	0
Mutual Aid/Standby	1	17
Carbon Monoxide Investigation	0	8
Water Related Incidents/Pump-Outs	6	6
Total	80	509

Training Summary

Multi-Company Training	Review of Ventilation Procedures, Tools & Techniques	16 Members (Co. 2 & 4)	32 Hours
		55 Members (Co. 1 & 3)	110 Hours
Officer's Training	Management Training- Part 2	23 Members	46 Hours

Department Training	Natural Gas Emergencies Presented by CNG	84 Members	210 Hours
	Regional Planning/Training Meeting CRFCA	3 Members	6 Hours
Driver Training		9 Members	18 Hours
Company Training	Company #2- Deployment/Use of Decon Showers and Pools	16 Members	16 Hours
	Company #4- Building Construction/ Size-Up	12 Members	24 Hours
Total			462 Hours

FIRE MARSHAL

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

Inspections	18
Inspection Follow-Ups	24
Plan Review	08
Job Site Inspections	05
Underground Tank Removal	00
Fire Investigations	00
Fire Alarm Trouble	01
Complaints	01
Haz/Mat	00
Bomb Threats	00
Blasting	00

Incidents:

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

Fire Marshal's Activities:

- Attended the monthly meeting of the Connecticut Fire Marshals Association in Southington.
- Attended the monthly meeting of the Newington Board of Fire Commissioners at company #3 on West Hill Road.
- Attended the Annual Chamber of Commerce "State of the Town" Breakfast at the high school.
- Attended the monthly meeting of the Connecticut Fire Chiefs Association in Glastonbury.
- Attended a Special Meeting of the Connecticut Emergency Managers Association in East Hartford.

HIGHWAY DEPARTMENT

Administration

- Attended budget and various town meetings
- Attended Council meeting to update Town Council on single stream automated recycling progress
- Attended Solid Waste Authority Committee meeting
- Updated annual Target Safety training courses
- Met with residents to discuss various issues and concerns

Roadway Maintenance

- Crews dispatched seven (7) times for snow/icing conditions resulting in 12 inches of accumulation for the month
- Completed Town center post-storm clean up and line-of-sight/snow removal
- Crews opened snow covered catch basins where needed due to rain storms and melting snow
- Crews began damaged curb pick up
- Continued with Christmas Tree collection
- Continue with patching of potholes in various locations
- Employees began taking on line Target Safety Courses
- Continued with flail mowing at various locations in Town

Traffic Division

- Installed and/or repaired missing/damaged street name and regulatory signs
- Assisted Highway crews in snow plowing operations
- Assisted Highway crews in Town center-post storm clean up
- Installed speed boxes for Police Department

Fleet Maintenance

- Mechanics continued with the maintenance of snow fighting equipment
- Completed new vehicle set ups of new police vehicles along with new computer outfitting for all line vehicles
- Began spring services/cleaning on highway road equipment
- Continued with scheduled maintenance and emergency repairs on all Town vehicles

Sanitation/Recycling/Landfill

- Scheduled 193 residential bulk items for collection
- Scheduled 29 condominium bulk items for collection
- Scheduled 15 condo/residential scrap metal items for collection
- 4,759 tons of cumulative Municipal Solid Waste was collected from July 1 – January 31, 2010
- 1,642 tons of cumulative recyclables was collected from July 1 - January, 31, 2010
- 513 mattresses collected from July – January 2010
- Issued 1 permanent landfill permits and 0 temporary permits

ENGINEERING DEPARTMENT

- During the month of February, the Engineering Department issued one excavation permit as follows:
 - Locate and expose telephone splices for AT&T at numerous locations
- Reviewed preliminary plans and cost estimates for the Market Square Streetscape Project.
- Canceled the February Inland-Wetlands Commission meeting due to the lack of applications.
- Attended the monthly Transportation Improvement Committee meeting sponsored by the Capitol Region Council of Governments.
- Anthony Ferraro attended a one day seminar sponsored by the Department of Environmental Protection. Participants to this seminar were provided an update on issues regarding the inland wetlands and upcoming upgrades to the DEP website that will facilitate procuring wetlands information by the public.
- Responded to numerous calls made to the engineering office regarding concerns of snow loads on roofs and drainage issues stemming from the freezing and thawing of snow.
- Engineering staff procured grades of Taverner Circle in anticipation of roadway to be reconstructed as part of the upcoming roadway reconstruction program.

TOWN PLANNER

Town Plan and Zoning Commission

During February the Town Plan and Zoning Commission adopted, effective March 4, 2011, zone amendments that will implement the strategies recommended in the 2020 Plan of Conservation and Development for protection of slopes in excess of 15 percent, natural rock outcropping, and open space buffers. The Town Planner also redrafted proposed amendments for drive through restaurant uses, non-conforming building replacement criteria and temporary special event sign advertisement. These amendments were presented at the Commission's February 23rd public hearing.

Open Space Committee

On February 22nd the Open Space Committee reported to the Town Council its first year activities and accomplishments. The Committee highlighted the concept of promoting six greenway corridors to protect wetlands, flood hazard land, and steep slope ridgeline slopes along Cedar Mountain. Using a PowerPoint presentation, the Committee displayed two open space maps that illustrated the strategic properties that should be protected to create a Townwide open space system.

Downtown Revitalization Committee – Market Square Streetscape

The Downtown Revitalization Committee met on February 14th and February 28th to review the design plan for the Market Square Streetscape project. The Committee directed the project engineer, Milone & MacBroom, to revise the preliminary cost estimate based on design changes to reduce decorative streetlights, landscape planters and replacement street trees. The Committee will also review the cost-benefit of making improvements to adjacent private sidewalk areas based on the possible financial participation of property owners and the need

to insure safe walkways and functional drainage. The Town Engineer and Town Planner will meet with individual owners to review potential improvement cost estimates and design alternatives for their property. The goal of the Committee is to keep property owners and Market Square businesses involved in the streetscape design and informed of the project's schedule as it moves forward to bidding.

BUILDING DEPARTMENT

- The Building Inspectors were very busy with snow covered roofs in February. They were out 27 times- days, nights and weekends- to determine if buildings needed to be closed and if a structural engineer was needed to determine the integrity of the structure. Most of the calls were from people who heard popping noises coming from the roofs or they saw sagging beams.
- There were 3 Certificates of Occupancy issued in February. Two were for single family houses located at 115 Cedarwood Lane and 163 Francis Avenue (1st floor only). One commercial Temporary Certificate of Occupancy was issued for Anytime Fitness located at 3310 Berlin Turnpike.
- Seminars attended by our Inspectors for their continuing education credit were:
 - D. Jourdan: Pools, VGB and the CT Code – February 17, 2011
 - R. Smith: NEBCA Seminar – February 3, 2011
 - IECC Performing Residential Energy Plan Reviews – February 15, 2011
- Building Department activity for the month of February was as follows: The Inspectors completed a total of 71 inspections. They were: Boiler (1), CO (6), Electrical (8), Final (8), Footings (2), Foundation (4), Framing (4), Gas Line (1), Gypsum (2), Hot Water Heater (1), Insulation (2), Mechanical (4), Plumbing (6), Roofing (10), Rough (11), Sprinkler (1).

The total number of Building/Renovation Permits issued for the month of February was **59**, producing a total permit value of **\$349,484.00**. They are categorized as follows:

<u>TYPE OF PERMIT</u>	<u># OF PERMITS</u>	<u>VALUE OF PERMITS</u>
ADDITIONS /ALTERATIONS	8	75,259.00
DECK	3	37,000.00
DEMOLITION	2	5,000.00
ELECTRICAL	19	37,690.00
FENCE	0	0.00
FIRE SUPPRESSION / SPRINKLER	0	0.00
FOOTING / FOUNDATION	0	0.00
FUEL TANK	1	1,850.00
GARAGE / SHED	0	0.00
MECHANICAL	9	159,040.00
NEW COMMERCIAL	0	0.00
NEW RESIDENTIAL	0	0.00
PLUMBING	12	17,115.00
POOL	0	0.00
ROOFING / SIDING	2	14,000.00
SIGN	3	2,530.00
TENT	0	0.00
TRAILER	0	0.00
TOTAL	59	\$349,484.00

The total Building income fees received in the month of February was **\$4,835.00**.

The total fees for other income were as follows: Town Planning and Zoning (Applications/Publications) \$185.00, Environmental \$60.00, Conservation \$0.00, Zoning Board of Appeals \$75.00, Copies, Books and Maps \$39.00, Driveway / Excavation \$200.00, Engineering copies \$79.50. The other total income was \$638.50.

Below is a comparison of the Permit Values for February 2011 and February 2010:

	<u>2011</u>	<u>2010</u>
Value of Permits issued for February:	\$349,484.00	\$776,014.00
Fees for Permits issued for February:	4,835.00	10,326.00
Other income Fees for February:	638.50	1,180.50
Building Permits Issued for February:	59	100

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

<u>2010-2011</u>		<u>2009-2010</u>	
<u>Value</u>	<u>Permit Fee</u>	<u>Value</u>	<u>Permit Fee</u>
\$12,554,086.00	\$152,077.00	\$19,334,059.00	\$160,176.00

HUMAN SERVICES

- Human Services was pleased to learn that Bob Seiler was selected as the Town Council Volunteer of the Year nominated by Director, Ken Freidenberg and Social Worker, Carol LaBrecque. For many years, Mr. Seiler has been a dedicated volunteer for the Food Bank and Holiday Programs, Kiwanis Club and Fire Department among many others.
- The Youth-Adult Council will sponsor the annual Super Hoop-La Basketball game on Friday evening March 4. The proceeds from this event are used for scholarships to graduating high school students.
- On Wednesday March 30, the Youth-Adult Council will also present a program on NCTV about Safe Driving. The program will include a short film and a panel composed of a police officer, high school students and a physician from Newington Children’s Medical Center.
- The Human Rights Commission held auditions on February 19 for Newington’s Got Talent with over 40 residents trying out. Rehearsals will occur during March and April with the show scheduled for Friday April 15 at Newington High School. NCTV will tape the show and broadcast it during May and June.
- Director Freidenberg attended a number of regional meetings addressing issues related to mental health, homelessness, children and families, people with disabilities, seniors, disaster planning and crisis response.
- The Department received 617 Information and Referral calls or walk-ins.
- The Operation Fuel program ran out of funding this month causing staff to be unable to process applications after February 18. Eligible residents in need are still contacting the Department for emergency assistance.
- The Food Bank assisted 138 households composed of 91 residents over 55 and 208 under age 55. The Outdoor Open Market co-sponsored with Food Share served 127 households on two days this month.
- The Special Needs Fund assisted 12 households and the Clothing Closet served 24.
- ICAN (Interfaith Community Action of Newington) volunteers received 10 requests including transportation, housecleaning, shopping among others.
- The Social Casework Program had an active caseload of 100 with 33 new referrals. Staff handled a variety of presenting issues from all ages including housing, financial, medical, mental health, substance abuse, homelessness and domestic conflict. Routine and crisis police referrals were also received and responded to.
- The Youth and Family Counseling Program had an active caseload of 72 with 20 new referrals. Of note, 13 of the new referrals were adolescents. There were 11 inactive and 11 closed cases. Coordinator, Christina Salvio and contractors provided 102 clinical therapy sessions and made 190 contacts with families and other agencies.
- Clinical Coordinator, Christina Salvio and Anna Reynolds School Psychologist, Amy Feimann will co-facilitate a support group for siblings of children with disabilities.
- The Juvenile Review Board handled eight cases during February.
- The Department will again offer the four-session parenting course “Staying Connected With Your Teen” facilitated by Clinical Therapist, Valerie Dripchak, PhD/LCSW.
- Positive youth development programs and activities provided by Youth Worker, Rik Huggard, part-time worker, Michelle Pestillo and contractors involved 123 youth.
- The sixth cycle of ROPE (Rite of Passage Experience) for sixth grade students went well but the snow and cold weather kept the Final Challenges at the indoor course.
- The Winter/Spring cycle of the SCORE after-school program for middle school age youth included activities such as Bowling, Lunch and a Movie, Nomads Adventure Quest, Ron a Roll, Red Robin and Laser Quest, Mardi Gras Fling Dance with Parks and Recreation and Claypen & Cocoa.
- The High School Adventure Club is also finalizing their camping trip scheduled for the first weekend in March.

February 2011 Statistics

Selected Programs	FY 10-11 Undp. Total This Month	FY 10-11 Undp. Total Last Month	FY 10-11 Cum. Undp. Total YTD	FY 09-10 Cum. Undp. Total YTD
Youth and Family Counseling	72	61	140	111
Positive Youth Development	123	55	1898	1676
Youth Works (Job Bank)	3	7	35	26
Information and Referral	617	572	4410	3920
Social Casework Cases				
Under 55 = 64				
Over 55 = 42	100	106	344	299
Food Bank Households	138	128	1208	957
Special Needs	12	10	121	104

SENIOR AND DISABLED CENTER

- A new exercise program, Silver Sneakers, started this month. This is a national program offered by Healthways. It is traditionally offered in commercial fitness centers and funded by health insurance companies as a beneficiary benefit. The Center is partnering with Healthways and Healthtrax to make the class available to all residents for a nominal fee. All of the equipment, including new chairs, was provided by Healthways.
- Several staff attended a workshop sponsored by the Connecticut Association of Senior Center Personnel (CASCP) that featured presentations about Aging and Disability Resource Centers (a federally mandated model of service delivery that has been implemented in three parts of the State) and the American's with Disabilities Act as it relates to Senior Centers.
- Director Dianne Stone and Program Coordinator Eleanor Eichner met with the owner of a new Adult Day Center that is scheduled to open in April. There is currently no such Center in Town and residents are referred to agencies in neighboring communities. Ms. Stone and Ms. Eichner also met with representatives of CCCI, the agency that manages services under the Homecare Program for Elders, regarding challenges in delivering meals.
- Between the Meals on Wheels program and the Senior Community Café, the Center served meals to more than 100 people a day.
- The final session of the Sandwich Generation series featured Julie Follo, RN, from CCCI with an informative and interesting presentation on preventing caregiver burnout. Attendance at the sessions increased with each offered. Future evening programs are being explored.
- The Center continues to develop innovative partnerships with area agencies. This month, Newington Health Care Center offered a very popular manicure service on February 16th. The following day, Chef Matt Stanley from The Lodge at Cold Spring gave a very animated and entertaining crepe-making demonstration followed by a tasting.
- The guest at the monthly Coffee Talk program was Representative Sandy Nafis.
- Center Director Dianne Stone submitted testimony to the State Aging Committee opposing proposed legislation to mandate a Bill of Rights for Residents of Senior Housing and Members of Senior Centers.
- Dial-A-Ride provided 1073 trips in the month covering 3144 miles.
- A total of 987 hours of volunteer service were recorded by 76 volunteers in the month.
- There were 50+ programs offered by the Center in the month with some one time programs and others ongoing with a total recorded attendance of 1,877 by 514 people. Actual attendance is higher as many participants still do not sign in.
- The Center currently has 1,711 paid members. An additional 1,061 people are registered for services (i.e. Dial-A-Ride, social work).

PARKS AND RECREATION

Administration

- Special Events Coordinator J. Lee has accepted another employment opportunity. Her last day as an employee with the Town of Newington was Thursday, February 24th.
- Superintendent met with staff on a weekly basis regarding various work assignments and issues.
- Superintendent has been working on the Parks & Recreation 2011 – 2012 budget.
- Superintendent met with architect in regards to the RFP and project at Mill Pond Park.

- Superintendent met with residents to address various issues and concerns.
- Town Council, Parks & Recreation Commission, and Clem Lemire Artificial Turf Field Committee approved items that are required by the Project Building Committee's ordinance.
- Parks & Recreation Commission voted and approved to contract with Atlas Pyro Vision Productions, Inc for this year's fireworks display at the Extravaganza.
- Bids were received for the proposed 'Artificial Turf Field'. The Building Committee will meet on March 3rd to review the bids.

Recreation Division

- A bus trip was offered on Saturday, February 5th to see UConn Men's Basketball vs. Seton Hall, with seven participants registered.
- Creative Playtime Preschool Program hosted its annual Open House on Tuesday, February 8th.
- J. Lee attended the CRPA Entertainment Showcase on Wednesday, February 9th to evaluate potential bands for our Summer Concert Series.
- A bus trip was offered on Saturday, February 12th to see UConn Women's Basketball vs. Providence College, with 11 participants registered.
- The Spring 2011 Program Guide was distributed to all Newington residents as an insert inside the February issue of Newington Life. New this season, we will no longer be accepting program registrations over the phone, and we have implemented registration start dates, giving all residents a fair opportunity to register for programs. We have also added more of our popular Zumba classes, added another Preschool and Parent swim class and offered programs in conjunction with Newington Arena.
- A special registration night for the 2011-2012 school year at Creative Playtime Preschool Program was held on Tuesday, February 15th. Registration began in the Parks and Recreation office on Friday, February 18th.
- Creative Playtime Preschool Program was inspected by the State Department of Public Health on Tuesday, February 16th. Some minor items were cited. All items have been corrected and a corrective action report was completed on Monday, February 28th.
- Registration for all Spring Parks and Recreation programs began on Friday, February 18th.
- Staff from Creative Playtime Preschool Program attended the St. Mary's Preschool Expo on Saturday, February 19th.
- Planning for the summer playground program is underway. Tentative program dates for the playground program for children in Kindergarten through grade 7 are Monday, June 27 through Friday, August 12. The start date of the program may need to be revised in the event that there are additional days to make up at the end of the school year.
- Programs for all ages were offered during the week of February 21 – 25, including recreation swim, open gym, art classes, ice skating classes and more. Flyers were distributed to all students in Newington schools.
- Over 200 students from Martin Kellogg and John Wallace attended our Mardi Gras dance on Friday, February 4. Non-perishable food items were collected for the town's food pantry as part of admission to the dance.
- B. Till attended the first Extravaganza Committee meeting on February 15th.
- The sponsorship mailing for the 13th Annual Golf Tournament was sent to local businesses during the week of February 14th.

Parks and Grounds

- The Parks and Grounds Division responded to 10 incidents of snow and ice removal.
- For a major portion of February, personnel were moving snow with loaders to provide more parking spaces as well as correcting poor visibility issues at most schools and parks.
- Division personnel were called upon to aid in the snow removal at the Senior Center and Police Department roofs due to snow load problems.
- Snow removal was completed at the Parks Garage.
- Parks members hauled wood from hazardous trees that were cut by the Town of Wethersfield Tree Crew.
- The crew removed the Christmas Lights in the Town Center and Mill Pond Falls.
- The work of repairing the Badger Field Little League Dugouts continued as weather permitted.
- As time permitted, personnel completed the removal of nails from the eight sets of tennis court tapes that we install annually.
- There were 13 interments in Town Cemeteries this month.
- Division personnel were offline a total of 47.75 days.

LIBRARY

- Donna Miller was officially appointed the new library director for the Lucy Robbins Welles Library by the Town Manager in concurrence with the Library Board. She will begin her new position on April 4th.
- Traditional circulation of library materials was 32,661. 16,777 people entered the building during the month. 11,946 reference books were accessed remotely, and 3,217 online searches were completed in the Library. The children's book sites *Tumblebooks* and *BookFlix* were used 888 times. 226 books were downloaded from the Library's website for a total of 49,938 items borrowed or used by library patrons. 1,234 items were added to the collection, and 157 items were mended by volunteers who logged in 82 hours doing this task as well as many other behind the scenes processing tasks.
- February services for children included 61 programs to a combined audience of 1,704. There were many programming highlights during the month, not the least of which was the Winter Reading Program entitled *Love your library*. 238 children read or were read to through January and February and recorded their progress online, an increase of 19%. 194 children who completed 25 days of reading 20 or more minutes a day attended the winter reading finale programs, *Love Your Characters* for preschoolers and *Love Your Books* for school-aged children held on February 25.
- Other vacation week activities included *Newington Skates* at the Skating Center, music and dance with *Mr. Gym*, *Construction Crazy* and a *Fancy Nancy Tea Party*. Class visits with over 320 students visiting the library, outreach to schools and daycares and story based programs rounded out the month.
- *Love your library*, the adult winter reading program, was enjoyed by 308 patrons. This was a decrease of 10 people from the previous year but considering the weather during the 5 weeks of this program, the overall numbers were very pleasing. During that time, 1,922 books were read, a 22% increase from the previous year. Weekly prize basket winners were chosen each Friday during the program and allowed Newington residents to participate in a community-wide project during the winter months.
- Fifteen other programs were held for adults and teens to a combined audience of 493. The *Brown Bag it with a Film* series tied into the winter reading theme of *Love your library* featured movies with librarians as the lead characters and book discussions were all well attended. Teens enjoyed the very popular Anime Club and a cupcake decorating program. The job series offered *Steering the Job Interview and Negotiating Your Salary* with guest speaker Ross Primack from the Department of Labor. He also conducted individual interview practice appointments with a number of job seekers. There is now a distribution list of over 350 people for job program notifications and related information. Six computer classes offering instruction for Excel, Word, PowerPoint, and email completed the month of programming.
- The Teen Volunteer Network, an opportunity for teens to volunteer and fulfill community service hours at the library is still going strong in its second year. A meeting was held for participating teens to sign up to assist in upcoming computer classes, teen programs and children's programs.
- 5,875 reference questions were answered. 2,481 hours were logged on children's, teen, and adult public stations.
- Topics of interest that were researched this month included:
 - Veterans' hospitals in CT.
 - Rules for U.S. declaration of war.
 - Values of EE savings bonds.
 - How do I make a graph?
 - Books to explain Alzheimer's to a child.
- Library webpage visits numbered 6,885. The most-used databases during the month were *Ancestry*, *Morningstar*, and *Reference USA*. *Universal Class*, a new online service the library began offering had 23 registered users taking advantage of the free online courses. Use of screencasts, online video tutorials created by the reference staff, continued to grow. How to checkout e-books and how to renew items online were the most popular.
- Facilities issues include a replacement of a hot water heater and ongoing snow and ice removal from the library roof to prevent damage and leaks. Work continued on the HVAC project that began in January. The project is 75% completed. The HVAC system can be accessed by any authorized computer rather than a dedicated computer in the administration office. The "Conservation Challenge" created by Business Manager Lynn Caley continued to produce cost savings in utilities and supplies. February electrical usage was 10% lower than in February of 2010.