



TOWN OF NEWINGTON

131 CEDAR STREET
NEWINGTON, CONNECTICUT 06111

John Salomone
Town Manager

OFFICE OF THE TOWN MANAGER

MEMORANDUM

To: Newington Town Council
From: John Salomone, Town Manager
Date: October 19, 2011
Re: Monthly Report – September 2011

GENERAL ADMINISTRATION

- Town Manager John Salomone attended various CRCOG, Midstate Collaborative and CTCMA meetings.
- Mr. Salomone attended the ICMA National Conference in Milwaukee, WI
- Mr. Salomone attended several project meetings and several team meetings regarding various issues including the Waterfall Festival, Town Hall renovations, Transition Academy, and Cedar Mountain.
- Mr. Salomone attended open house and grand opening gatherings for the Transition Academy.
- Mr. Salomone attended a meeting of the Blight Subcommittee and worked with committee members, staff and the Town Attorney on updating the Town's blight ordinances. (ongoing project).
- Mr. Salomone met with the Historical Society to address concerns related to the group.
- 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 September 2011 was as follows: Note that overtime costs include all instances and may be charged to non-operating budgets (i.e. road projects).

HIGHWAY DEPARTMENT	Overtime Hours	Cost
Vehicles And Equipment	64.4	\$2,821.50
Weekend Stand-By And Call-In	20.0	774.96
Road Maintenance	25.2	994.80
Traffic	8.0	388.09
Total	117.6	\$4,979.35
PARKS AND GROUNDS DIVISION	Overtime Hours	Cost
Weekend Duty	36.0	\$1,583.36
Herbicide	58.0	2,425.24
Graves	15.0	678.79
Mowing	82.5	4,835.25
Total	191.5	\$ 9,522.64

POLICE DEPARTMENT	2011-12 Budget Overtime Appr.	Overtime Expended 11-12 YTD	2010-11 Budget Overtime Appr.	Overtime Expended 10-11 YTD
Administration	\$ 6,998.00	\$ 795.12	\$ 6,461.00	\$ 683.31
Patrol	563,361.00	163,718.34	554,004.00	133,616.63
Investigation	73,567.00	10,858	74,110.00	13,299.56
Communication	107,966.00	45,311.49	111,426.00	33,950.84
Education/Training	100,698.00	23,526.48	103,603.00	11,318.38
Support Services	40,452.00	5,896.05	37,985.00	2,061.28
Animal Control	9,567.00	758.88	12,144.00	2,109.91
Total	\$ 900,609.00	\$ 250,864.36	\$ 899,733.00	\$ 197,039.91
HIGHWAY DEPARTMENT				
Highway Operations	\$ 29,225.00	\$ 15,546	\$ 28,109.00	\$ 5,484.23
Snow and Ice Control	137,119.00	-	132,349.00	-
Traffic	8,684.00	2,044.70	8,345.00	2,145.65
Vehicles and Equipment	29,981.00	9,080.35	28,185.00	3,889.17
Leaf Collection	55,937.00	26,671.58	54,997.00	-
Total	259,946.00	39,108.43	\$ 251,985.00	\$ 11,519.05
PARKS AND GROUNDS				
Parks and Grounds	\$ 142,799.00	\$39,108.43	\$ 130,547.00	\$ 30,638.84
Cemeteries	15,635.00	1,617.62	14,893.00	1,293.82
Total	\$ 158,434.00	\$ 40,726.05	\$ 145,440.00	\$ 31,932.66

PERSONNEL

- Town Engineer Tony Ferraro retired effective September 16.
- Assistant Town Engineer Chris Greenlaw was appointed to the position of Town Engineer effective September 19.
- Director of Human Services Ken Freidenberg gave notice of intent to retire effective January 2012.
- The readvertised Air Conditioning/Heating Control Mechanic position in the Facilities Department closed on September 8. Applications are in the process of being reviewed.
- A job opening for the Equipment Operator I position was posted to the union closed on September 8 with no applicants. The position was posted to the public with a closing date of September 16. Applications are in the process of being reviewed.
- A job opening for the Welder-Mechanic's Helper position in the Highway Department was posted to the union on August 31 with a closing date of September 8. No applications were received. The position was posted to the public on September 19 with a closing date of October 3.

PURCHASING

- No bids/RFPs were posted in the month of September.

RISK MANAGEMENT

2011-12 Blue Cross/Blue Shield Plan Year

The second month of the 2011-12 plan year produced a combined paid claim total that was lower than those estimates that were developed at renewal. The monthly claims for the 2011-12 plan year were estimated at \$928,345. The total paid claims for August 2011 were \$872,085. The breakdown for the Town and Board of Education is as follows:

	<u>Cumulative Claims through August 2011</u>		
	Town	Board of Education	Total
Estimated Claims	399,326	1,457,364	1,856,690
Actual Claims	339,159	1,306,771	1,645,930

FACILITIES MANAGEMENT

- During September, the Facilities Manager met with CRCOG to develop the work scopes for the Senior Center design projects and issued an RFP for this work under the construction program offered to the Towns.
- The Facilities Manager along with the Town Manager also met with the Historical Society to discuss the future of the historic homes and their unique needs prior to this years budget setting.
- The facilities group completed 49 formal work orders during the month of September 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.
- Bi-weekly reviews were 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. (No change. The results continue to be very positive at all locations.) The Town has extended the cleaning contract at the same pricing levels as the original term for the next fiscal year.
- Designs for the installation of a new entrance canopy at the Senior Center were completed during September and have been issued for construction pricing.
- Designs for the replacement of the hot water heating system at the Senior Center were also completed during September and the scope of the project increased due to the extensive degradation of the entire piping system. The original project as budgeted several years ago did not anticipate replacement of the main system piping loop and this change may dramatically increase cost of the project.
- The lower level engineering space and the new Transition Academy were completed according to schedule and within budget. These new spaces were occupied during August with the move of the engineering departments to this new space in the lower level and the Transition Academy move into their new space
- A proposal for continued engineering services for the next phases of the Town Hall renovation was submitted to the Town Manager for his review during September and continued discussions with the architect are developing the scope for the Town Managers approval.
- As an additional part of this project, it was decided to combine two of the lower level conference rooms into one larger conference room and this work was completed in September.
- The recent HVAC upgrades that were completed at the Library under the federal energy grant program were reimbursed for the full project amount of \$110,750. and the project was closed out during September.
- Several of the Town building heating systems were checked and tested for the winter heating season.

INFORMATION SYSTEMS AND TECHNOLOGY

- Logged 36 requests for service via the Internet, blocked 34,513 unsolicited SPAM email messages from being delivered, and blocked 2,100 viruses / Trojans, from impacting the Town's network infrastructure.
- Completed 116 formal work orders.
- The Town's website had approximately 21,973 visits during the month 59,673 page views with an average of 2.72 pages viewed per visit. The Town Homepage, Library Homepage and Town Employment sections were the most frequently visited pages.
- Mr. Paul G. Boutot, Director of Information Technology/ GIS Services, participated in Multi-State Information Sharing and Analysis Center conference call discussion on increased hacking activity on federal, state and local government information technology assets by "hactivist" groups "Anonymous" and "LulzSec."
- Provided GIS mapping for the following: Assessor's Office - Property Revaluation and public map request, Highway Department and Registrars of Voters.
- Created new extensions on phone system for BOE Transition Academy.
- Provided laptop/ video set up for town council meeting.
- Mr. Neil David (Network Administrator), Mr. Thad Dymkowski (GIS Technician) and Mr. Scott (Application Specialist) worked on finalizing thin client workstation deployments at the Senior and Disabled Center.
- Mr. Dymkowski represented the Town of Newington/ Information Technology at the CT-GIS User Network meeting.
- Network monitoring application configured with specific dashboards and alerts to better monitor health and status of servers, switches, storage, thin clients, VOIP (voice over IP) handsets and other network appliances.
- Desktop virtualization solution upgraded to Citrix Xen Desktop 5.5.
- Mr. David installed VMWare ESXi 4.1 onto two (2) existing servers in preparation for an upgrade to ESXi 5.x in the near future.

- Upgraded Milestone Xprotect server, clients and device drivers to latest version.
- Installed and configured Advanced Reporting & Management solution to aggregate reporting mechanisms from multiple integrated web security products.
- Upgraded antivirus solution at Library.
- Upgraded antivirus solution for the town's email server.
- Mr. Boutot, Mr. David, Mr. Hoagland and Mr. Dymkowski continued work on configuration and setup of the new phone system for the Town Hall, Lucy Robbins Welles Library, Senior and Disabled Center, Police Department, Board of Education Administration offices, Board of Education Transitional Academy and Newington High School.
- Mr. Hoagland configured and deployed a new laptop for use by the Fire Department's Training Unit.
- Mr. Hoagland updated the Police Department's alarm database and resolved connection issues related to the database.

FINANCE

Accounting and Administration

- In accordance with the Memorandum of Understanding, the 2010-11 Health Benefits Fund settlement was completed with a credit of \$1,076,798 was owed to the Board of Education. The Board of Education will utilize \$300,000 of the credit with the remainder of \$776,798 being returned to the Town. The remainder is approximately \$395,000 more than anticipated during the budget process. The Town's claims were \$33,756 higher than expected; a credit was not owed.
- Work continued on the 2010-11 audit which is expected to be completed by early December.

The Town received the following major grants during the month: two Payment-in-lieu-of-tax (PILOT) programs - Elderly Freeze program of \$12,000, and Colleges & Hospitals of \$1,367,680; the Federal Education Jobs Fund Program for \$738,638. The Town received the following interest rates on investments. This list includes outstanding investments that are under the control of the Finance Department and includes the General Fund and other Town Funds.

INVESTMENTS, BY ACCOUNTING TYPE

(Unaudited)

9/30/2011

	<u>Interest Earnings</u>		<u>\$ Invested</u>
	<u>Budget</u>	<u>Actual</u>	
	<u>FY2011-12</u>	<u>Year to Date</u>	
General Fund	\$175,000	\$33,976	\$21,799,172
Special Revenue Funds	1,357	415	1,370,757
Capital Projects Funds	388	143	446,391
Internal Service Fund	10,000	650	4,321,959
Trust and Agency Funds	2,700	375	1,607,125
TOTAL, ESTIMATED BY FUND			\$29,545,404

INVESTMENTS, BY INSTITUTION TYPE

(Unaudited)

9/30/2011

	<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	0.17	0.17	1216	1,825	7,894,029
CLASS PLUS	0.01	0.01	25	27	4,270,071
Bank North	0.20	0.20	1,175	1,861	214,208
People's Bank	1.01	1.00	1,650	1,703	2,008,214
Sovereign Bank	0.45	0.45	6,806	7,699	15,158,882
Total Outstanding Investments					\$29,545,404

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 September. The on-line data base was updated through the middle of that month.
- Work on the 2011 revaluation continued during the entire month. The field review portion of the revaluation continued with the drive-by street inspection of approximately 3,000 properties by the Assessor and/or a representative of CLT. These inspections revealed changes to properties and most of those changes were entered. About 30% of properties with building permits were inspected in September. This process will continue through the fall. The revaluation is on schedule for delivery at the end of the year.
- Approximately 1,600 personal property declarations were mailed out to owners of business equipment, furniture and fixtures as required by state law. The completed forms are due back to the Assessor's office by November 1, 2011. Work on these forms will continue through the fall and early winter.

Revenue Collector

- The Tax Collections for the 2010 Grand List amounted to \$324,522. Prior year tax collections amounted to \$43,509 which includes \$222 on Suspense accounts.
- The September Collections are within last year's range of a 53% collection rate.
- As a courtesy, the Tax Collector and staff contacted business owners directly to alert them of their delinquency.
- Over 4,300 Motor Vehicle Demand Notices were mailed to encourage individuals to pay their taxes before other collection methods are used.

TOWN CLERK

- There were 406 documents filed on the land records during September. \$12,453 was collected in Town conveyance tax, and \$ 37,359 was collected in State conveyance tax.
- Three residential sales occurred each over \$300,000.
- The office certified 131 copies of vital records; 16 burial and 6 cremation permits were issued.
- Eight Notary Public commissions were catalogued.
- The staff indexed 126 mortgages, 136 releases and 28 liens.
- The Town Clerk attended the annual Fall Election Conference sponsored by the Secretary of the State. Statutory updates were discussed and there was a presentation by Professor Mary Collins from Central Connecticut State University on Social Media—specifically Facebook—and how to utilize this tool to serve the Town.

DATA SUMMARY SEPTEMBER 2011				
	<u>September-11</u>	<u>September-10</u>	<u>FY 11/12 to Date</u>	<u>FY 10/11 to Date</u>
Land Record Documents	406	510	1292	1457
Dog Licenses Sold	36	32	330	368
Game Licenses Sold	11	53	55	138
Vital Statistics				
Marriages	23	24	64	75
Death Certificates	22	30	74	81
Birth Certificates	7	21	82	68
Total General Fund Revenue	\$ 26,679.25	\$ 41,558.29	\$105,028.19	\$119,584.62
Town Document Preservation	\$ 732.00	\$ 957.00	\$ 2,365.00	\$ 2,635.00
State Document Preservation	\$ 732.00	\$ 1,020.00	\$ 2,366.00	\$ 2,698.00
State Treasurer (\$26 fee)	\$ 13,176.00	\$ 16,092.00	\$ 42,552.00	\$ 46,296.00
Locip	\$ 1,098.00	\$ 1,341.00	\$ 3,546.00	\$ 3,858.00
State Game Licenses	\$ 125.00	\$ 580.00	\$ 774.00	\$ 1,551.00
State Dog Licenses	\$ 222.00	\$ 233.00	\$ 1,811.50	\$ 2,403.00
Dog Licenses Surcharge	\$ 72.00	\$ 70.00	\$ 1.00	\$ 836.00
Marriage Surcharge	\$ 95.00	\$ 209.00	\$ 732.00	\$ 551.00

Grand Total	\$ 42,931.25	\$ 62,060.29	\$159,175.69	\$180,412.62
--------------------	---------------------	---------------------	---------------------	---------------------

POLICE DEPARTMENT

- The Police Department has begun a new hiring process for Public Safety Dispatcher. Advertisements appeared in the Hartford Courant and the Town's web site. A written exam will be conducted in November.
- The DUI Grant was completed on September 10th. Labor Day patrol resulted in 13 speeding violations, 16 speeding warnings, 31 other arrests and warnings

Patrol Calls for September are as follows:

AlarmBurg	87	FINGERPRINT	20	MVCOMPLAINT	40
ALARMHOLD	5	F/OTHER	6	Neighbor	21
ANIMAL	14	F/STRUC	4	Noise	23
ASSAULTIP	2	F/VEH	2	NOTIFICATION	1
ASSAULTREP	5	F/WATER	1	OPENDOOR/WIN	10
ASSIST	38	FINGERPRINT	20	PARKINGVIOL	23
BADCHECKNSF	6	FIREWORKS	6	PISTOLPERMTEMP	5
BREACHIP	12	FollowUp	75	PROPFOUND	12
BREACHREP	4	Harassment	17	PropLost	7
BURGIP	2	HAZARD	27	ROBBERYIP	1
BURGREP	13	ILLEGALDUMPING	1	SERVWARRANT	30
CHECK	62	INDECENTEXP	2	SEXASSAULTRE	1
CLEARLOT	20	INTOXICATED	13	SpecDetail	83
COURT	21	JuvComp	35	STOLENMV	12
CRIMMISGRAF	4	K9	4	SUDDENDEATH	2
CRIMMISIP	1	LAND/TENANT	1	SUICIDEATT	1
CRIMMISREP	12	LARCFROMMV	6	SuspiciousIP	106
CSO	23	LARCIP	19	SUSPICIOUSREP	35
CUSTOMERIP	10	LARCREP	46	THREATREP	2
CUSTOMERREP	4	LIQUOR	1	TOBACCO	2
Dog	42	Location	156	TOW	2
DOMESTICIP	22	M	161	TOWNORD	2
DOMESTICREP	18	MISSING	3	TRAFFIC STOP	628
DRUG	6	MVABAND	5	TRESPASSIP	8
DUI	8	MVAEVADING	13	TOTAL FOR NPD	2,241
EDP	6	MVAINJURY	5		
ESCORT	22	MVAProp	102		
F/ALARM	19	MVASSIST	51		

Patrol Division:

- An active Domestic Dispute at a local residence. Upon arrival officers spoke with the complainant who said that her boyfriend had just forced his way into her home, assaulted her, threatened to kill her with a knife, took her car keys and left in her car. During the struggle, the victim tried to dial 911 on her cell phone but the suspect took her phone away from her to prevent her from calling police. The victim received a cut on her lower lip, a bruise to her left shoulder, a bruise to her left arm, and a bruise on her left leg. Officers were able to observe those injuries as well as a torn up nightgown that the victim had been wearing, broken glass at the bottom of the stair case, damage to the front and rear doors consistent with someone attempting to force them open, and a knife on the counter in the kitchen that the victim said the suspect was holding when he threatened her. The suspect and the stolen vehicle were soon located in Hartford. The suspect was arrested and charged with Disorderly Conduct, Assault 3rd Degree, Interfering with an emergency call, Criminal Mischief 2nd Degree, Threatening 2nd degree, Burglary 3rd degree, Using a motor vehicle without owners permission, and Larceny 6th Degree. He was held on a \$25,000.00 bond.
- A patrol officer observed an occupied vehicle parked in front of a room at a local motel. The officer had information that the room was currently occupied by a known prostitute and drug abuser. The officer observed the vehicle exit the parking lot. Observing some equipment violations on the vehicle, the officer stopped the car to investigate. Information developed during this stop lead to a search of the vehicle. The search resulted in the discovery of 2 bags of powdered cocaine, 2 bags of crack cocaine, a digital scale with

FIRE DEPARTMENT

	September 2011	12 Month Total
Residential	17	48
Commercial, Industrial, Office	4	9
Hospital, School	1	1
Vehicle	0	8
Rescue, Police Assistance	2	10
Dumpster, Rubbish, Grass, Brush, Leaves	2	8
Hazardous Materials/Clean up	4	7
Investigative Alarm	18	61
False Alarm	0	0
Mutual Aid/Standby	3	6
Carbon Monoxide Investigation	2	8
Water Related Incidents/Pump-Outs	5	13
Total	58	178

Training Summary

Multi-Company Training	Live Burn (2)	138 hours
Officer Training	Communications	28 hours
Driver Training	Cone Course	14 hours
Department Training	Oxygen Emergency	167.5 hours
Capitol Region Training		8 hours
Task Force Training		10 hours
Total		365.5 hours

FIRE MARSHAL

The Fire Marshal's Office completed the following activities during the month of September, 2011.

INSPECTIONS	19
INSPECTION FOLLOW-UPS	17
PLAN REVIEW	27
JOB SITE INSPECTIONS	9
UNDERGROUND TANK REMOVAL	0
FIRE INVESTIGATIONS	0
FIRE ALARM	7
COMPLAINTS	5
HAZ/MAT	0
BOMB THREATS	0
BLASTINGS	0

Incidents:

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

Fire Marshals Activities:

- Hosted the monthly meeting of the Capital Region Fire Marshals Association at Bertucci's Restaurant.
- Met with the FEMA Damage Assessment Team to review public assistance reimbursement estimates from Hurricane Irene.
- Attended the monthly meeting of the Board of Fire Commissioners at fire headquarters.
- Attended a meeting with town staff and event organizers to review plans and emergency procedures for the Annual Waterfall Festival.
- Met with the FEMA Community Assistance Team to review residential damage reports from Tropical Storm Irene.

- Conducted fire safety in-service and fire extinguisher training for the staff at Middlewoods of Newington.
- Attended the monthly Town Hall Staff meeting at police headquarters.
- Attended the monthly meeting of the Capital Region Emergency Planning Committee in Hartford.
- Met with the Safety Director and staff at Stew Leonard's to review emergency action plans and evacuation procedures.
- Attended the Annual Region-3 Division of Emergency Management and Homeland Security fall meeting in East Hartford.
- Attended the Annual New England Association of Fire Marshals Conference in Auburn MA.

HIGHWAY DEPARTMENT

Administration

- Attended several FEMA meetings relative to Tropical Storm Irene
- Completed and submitted Annual Recycling Report to Department of Environmental and Energy Protection (DEEP)
- Attended several meetings in preparation of the Waterfall Festival
- Attended various staff and committee meetings
- Met with residents to discuss various issues and concerns
- Coordinated all road construction and other department projects
- Attended several meetings concerning municipal solid waste and recycling
- Attended Central Connecticut Solid Waste Authority meeting
- Attended blight subcommittee meeting
- Assisted Town of Bloomfield with oral interview panel for a new hire

Roadway Maintenance

- Highway crews began reconstruction of a portion of Company #1 Firehouse
- Continued with Landfill material processing
- Continued with Town wide litter collection and graffiti removal
- Continued with Town wide pot hole patching and curb/topsoil repairs
- Crews completed Town wide pick up of debris from Tropical Storm Irene
- Assisted Traffic Division in line painting
- Crews cleaned and repaired catch basins throughout Town
- Cleared several waterways throughout Town of vegetative debris

Traffic Division

- Installed and/or repaired missing/damaged street name and regulatory signs
- Assisted with traffic control in relocation of speed boxes
- Continued with roadway line painting Town wide

Fleet Maintenance

- Mechanics began the required annual maintenance of leaf collection equipment
- The set up and installation of one new stump grinder for the Parks Department was completed
- Mechanics also continued with preventative maintenance and emergency repairs to all Town vehicles and equipment.

Sanitation/Recycling/Landfill

- Scheduled 959 residential bulk items for collection
- Scheduled 119 condominium bulk items for collection
- Scheduled 39 condo/residential scrap metal items for collection
- 1484 tons of cumulative Municipal Solid Waste was collected from July 1, 2011 through August 31, 2011
- 363 tons of cumulative recyclables was collected from July 1, 2011 through August 31, 2011
- 224 mattresses collected from July 1, 2011 through August 31, 2011
- Issued 42 permanent landfill permits and 14 temporary permits

TOWN PLANNER

- **National Welding Property Redevelopment, 690 Cedar Street:** On September 14th the Town submitted an \$820,000 grant proposal to the Office of Policy and Management, requesting funds to demolish and remediate the former National Welding building. The grant was submitted as a Transit-Oriented

Development Pilot program, these state funds are available to communities that will promote mixed use residential and commercial land use within walking distance of bus or rail transit stations.

- **Town Plan and Zoning Commission:** The Town Plan and Zoning Commission is conducting a zoning public hearing requesting a new land use called “fueling station.” The proposal, if approved by the Commission, would permit a small fueling station building as an accessory use on a shopping center site with at least 60,000 square feet of commercial floor area. Fueling stations are often associated with large grocery super stores that promote sales by offering discount gasoline pricing. The Commission continued to deliberate on the proposed Toll Brother’s Cedar Mountain open space subdivision development. Following the Inland Wetlands Agency denial of the wetlands permit for this project, the Commission requested special legal counsel to advise them on the effect of this action on the TPZ’s decision. At the Commission’s September 9th meeting, Attorney John Bradley reported that the “TPZ must give due consideration to the Conservation Commission’s denial. However, that denial is not binding on the TPZ and does not compel a denial of the subdivision application.”
- **Low Impact Development Grant – DEEP Department of Energy and Environmental Protection:** The Town Planner has been working with DEEP water resources staff on a possible grant program which would provide funding to review and amend land use regulations and stormwater management design manual to promote construction practices that improve water quality. Low impact development techniques are recommended as water quality measures in the 2020 Plan of Conservation and Development, Natural Resources Strategies. The award of the DEEP grant would be another step toward moving the Plan forward to implementation.

BUILDING DEPARTMENT

- A Building Permit was issued for an addition for take out orders at Joey Garlic’s, 150 Kitts Lane.
- A Building Permit was issued for Hartford Hospital, 181 Patricia M. Genova Drive to remodel
- 8500 sq ft.
- Two Building Permits were issued for Price Chopper. One was to build a 525 sq ft bank branch inside the store and another to build a conference room inside the store.
- A Permit was issued to build a free standing gazebo at the Indian Hill Country Club
- Seminars attended by our Inspectors for their continuing education credit were:
 - D. Jourdan: CRCOG meeting on View Permit updates – September 22, 2011
 - R. Smith: CBOA Seminar on Understanding Metal Plate Connected Wood Trusses September 15, 2011
- Building Department activity for the month of September was as follows: The Inspectors completed a total of 175 inspections. They were: Boiler (13), Chimney (1), CO (5), Code (7), Decks (12), Electrical (13), Final (39), Footings (4), Framing (2), Gas Line (19), Insulation (9), Mechanical (2), Pools (5), Roof (2), Rough (28), Site Visit (12), Tank (1), Wood / Pellet Stove (1).
- There were 3 Certificates of Occupancy issued in September. One was for a residential addition to BAPS Temple at 647 North Mountain Road. One was for Liberty Bank at 1300 Main Street, and one for warehouse area at A. H. Harris & Sons, 91 Holmes Road.

The total number of Building/Renovation Permits issued for the month of September was **141** producing a total permit value of **\$1,475,166.00**. They are categorized as follows:

<u>TYPE OF PERMIT</u>	<u># OF PERMITS</u>	<u>VALUE OF PERMITS</u>
ADDITIONS /ALTERATIONS	30	726,372.00
DECK	5	69,750.00
DEMOLITION	0	0.00
ELECTRICAL	28	199,700.00
FENCE	0	0.00
FIRE SUPPRESSION / SPRINKLER	0	0.00
FOOTING / FOUNDATION	0	0.00
FUEL TANK	2	2,100.00
GARAGE / SHED	5	16,070.00
MECHANICAL	7	64,000.00
NEW COMMERCIAL	0	0.00
NEW RESIDENTIAL	0	0.00
PLUMBING	17	25,680.00
POOL	1	30,000.00

ROOFING / SIDING	32	294,425.00
SIGN	13	45,200.00
TENT	1	1,869.00
TRAILER	0	0.00
TOTAL	141	\$1,475,166.00

- The total Building income fees received in the month of September was **\$16,921.00**
- The total fees for other income were as follows: Town Planning and Zoning (Applications/Publications) \$890.00, Environmental \$180.00, Conservation \$450.00, Zoning Board of Appeals \$0.00, Copies, Books and Maps \$64.50, Driveway / Excavation \$500.00, Engineering copies \$0.00. The other total income is \$2084.50

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

	<u>2011</u>	<u>2010</u>
Value of Permits issued for September:	\$1,475,166.00	\$820,974.00
Fees for Permits issued for September	\$16,921.00	\$11,518.00
Other income Fees for September	\$2084.50	\$1150.00
Building Permits Issued for September:	141	141

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

<u>2011-2012</u>		<u>2010-2011</u>	
<u>Value</u>	<u>Permit Fee</u>	<u>Value</u>	<u>Permit Fee</u>
\$4,146,950.00	\$37,747.00	\$3,580,615.00	\$48,525.00

ENGINEERING DEPARTMENT

- During the month of September, the Engineering Department issued eighteen excavation permits as follows:
 - 12 driveway excavation permits
 - 6 gas main lateral permits
- Participated in the monthly Inland Wetlands Commission meeting. There was a failed vote to approve (1 – 4) regarding Newington Ridge, therefore, the application was not approved.
- Held a project construction meeting for the Market Square Streetscape Project with the contractor, Nunes Construction. The drainage portion of the project is complete and granite curbing installation has begun.
- Also, a special meeting between the Town, Milone & MacBroom and electrical consultant, Van Zelm was held to clarify proposed electrical details, issues, etc.
- The repair and replace portion of the Annual Sidewalk Maintenance program was completed. The contractor replaced a total of 380 linear feet of walk at various locations throughout the Town.
- Engineering staff coordinated the efforts of the Town’s concrete contractor to facilitate projects with other Town departments.
- The contractor for the Mill Street Extension Project (Quality Associates) mobilized on-site. Operations such as survey stake out, erosion adjustment controls and topsoil stockpiling ensued.
- At the Downtown Revitalization Committee meeting, the topic of additional tree removal was discussed.
- The Town Engineer attended both CRCOG Transportation and Bike/Pedestrian Committee meetings this month.
- The Town Engineer has initiated efforts with the D.O.T. to formally “close-out” the books for the ‘Kelsey and Church’ pavement rehabilitation project.
- Engineering staff provided survey, design and construction stakeout necessary for the pavement rehabilitation at Firehouse #1.
- Sent out two violation notices to contractors performing driveway construction without an excavation permit.

HUMAN SERVICES

- The difficult economy with particular concerns about cut backs in energy assistance, unemployment and the rising cost of basic needs continues to have an impact on low-income families, seniors, people with disabilities and residents with chronic illnesses.

- Director Freidenberg as a member attended a meeting of the State Behavioral Health Crisis Response Team which was deployed during Hurricane Irene. A debriefing was facilitated with the team who partnered with the Red Cross to respond to a variety of needs in the State.
- At the invitation of Library Director, Donna Miller, Director Freidenberg and Coordinator Karen Futoma presented information about the town employee assistance program and human services as a resource and collaborator with library staff. The exchange was helpful for both departments.
- Students from the School Transitional Academy are helping Human Services with the food bank and clothing closet. This partnership is mutually beneficial to both groups.
- Department staff responded to 595 information and referral calls or walk-ins this month. The Food Bank assisted 151 households and the Clothing Closet handled 32.
- The Open Air Market co-sponsored with Food Share served 157 households on two days this month.
- The Special Needs Fund assisted 20 households with medical, utilities and housing as predominant needs.
- ICAN (Interfaith Community Action of Newington) volunteers responded to 4 requests including shopping, yard work and driving to medical appointments.
- The Social Casework Program had an extremely high caseload of 116 with 46 new referrals. Some of the increase was due to Social Worker, Carol LaBrecque, Coordinator, Karen Futoma and Student Intern, Kelly Mallon handling 96 re-determinations for the food bank. Presenting issues included financial difficulties, housing, substance abuse, health, mental health, social security, and domestic conflict.
- The Youth and Family Counseling Program handled a caseload of 59 with 14 new referrals, 6 inactive and 11 closed cases. Coordinator, Christina Salvio and contractors provided 112 clinical therapy sessions and made 104 contacts with families and other agencies.
- Ms. Salvio is co-facilitating a group on social skills at Martin Kellogg with 10 students.
- Positive youth development programs provided by Youth Worker, Rik Huggard, Part-Time Youth worker, Michelle Pestillo and contractors involved 195 youth.
- The Rite of Passage Experience began the first cycle with sixth grade students at Martin Kellogg and John Wallace. The program teaches skills in problem solving, decision making, communication, team cooperation and leadership. This is the eighteenth year this prevention and positive youth development approach has been incorporated into the school curriculum and implemented by School and Human Services staff.
- The Fall SCORE program for middle school age youth received 53 registrations during September and will continue taking them for the November and December programs. Activities include horseback riding, adventure club, geo-caching, trips to Lyman Orchard, Lake Compounce and Pequot Museum, ropes course, crafts, Lasagna at Stu Leonards and more.
- The new Adventure Bound Challenge (ABC) after-school program for eighth grade students is being funded by Liberty Bank and has 26 youth participating. They will be meeting each month and focus on the transition from middle to high school.
- Youth Worker Huggard is providing a full year of activities with the High School Self-Awareness Class involving in-school and off site session. Activities include hiking, canoeing, ropes course and community service projects.
- The outdoor challenge course was active this month with several groups from CCSU, the Foote School, Marlborough Congregational Ministry and Windsor Lockes Youth Services.

	FY 11-12 Undp. Total This Month	FY 10-11 Undp. Total Last Month	FY 11-12 Cum. Undp. Total YTD	FY 10-11 Cum. Undp. Total YTD
Selected Programs				
Youth and Family Counseling	59	44	66	67
Positive Youth Development	195	217	813	835
Information and Referral	595	524	1678	1647
Social Casework Cases	116	82	159	182
Under 55 = 67				
Over 55 = 49				
Food Bank Households	151	162	457	431
Special Needs	20	17	48	48

SENIOR AND DISABLED CENTER

- Center Director Dianne Stone was appointed to the volunteer Board of the State Commission on Aging for a two year term.
- Ms. Stone attended a joint Public Hearing of the Energy, Human Services and Appropriations Committees at the Capitol on September 27th and provided testimony on the impact of federal cuts to the Low Income Home Energy Assistance Program (LIHEAP) to municipalities. Newington will not have the services of a 25 hour per week on-site CRT worker this year but will still process the same level of applications using Center staff, volunteers and a student intern supervised by Human Services.
- Social Worker Teri Snyder and Eligibility Worker Karen Halpert attended the monthly meeting of the Municipal Geriatric Social Service Worker group that featured a presentation by the North Central Aging and Disability Resource Center (ADRC).
- The Senior and Disabled Center was represented at the Newington Health Care Center Senior Fair on September 23rd.
- Erin Hall from the Atrium in Rocky Hill presented a Lunch and Learn program on the Warning Signs of Dementia on September 1st.
- Lisa Cappezone from HealthTrax returned for another 8 week session of Silver Sneakers Chair Exercise program.
- Crafters were busy this month as Tina Bradbury from Newington Health Care Center led a flower workshop on September 21st and volunteer Rose Bolton taught a new technique to the card making class on September 9th. These are always popular and the classes fill quickly.
- New England Home Care sponsored a program to promote National Falls Prevention Awareness Day on September 23rd. Topics included the common causes of falls and how to reduce your risk of falling. Refreshments were provided. This program was free and open to the public.
- On September 30th Dr William Vincent returned with another one of his engaging and informative presentations, Everything You Want to Know about the Flu. The Lunch and Learn was sponsored by Monsignor Bojnowski Manor and Euro American Homecare.
- Staff spent time this month strategizing the management of intake for the Energy Assistance Program as well as for the Medicare open enrollment period which is starting a month earlier than previous years on October 15th and ending on December 7th (instead of December 31st.) These two programs will dominate staff time for the balance of the year.
- Time was also spent planning the Annual Senior Expo to take place on November 4th.
- Dial-A-Ride provided 1220 trips in the month covering 3535 miles.
- Karen Halpert began full time hours at the Center this month and between Ms. Halpert and Social Worker Teri Snyder, 58 residents received casework and/or application assistance.
- 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 2620 by 575 people. Actual attendance is higher as many participants still do not sign in.
- The Center currently has 1,894 paid members and 508 registered Dial-A-Ride users.

PARKS AND RECREATION

- Superintendent attended weekly construction meetings involving the Newington High School and Mill Pond projects.
- Superintendent met with staff on weekly basis regarding various work assignments and issues.
- Superintendent met with the Acting Athletic Director at Newington High School.
- Superintendent met with residents to address various issues and concerns.
- Superintendent coordinated the Clem Lemire Synthetic Turf Athletic Field Opening Ceremony that was held on September 18, 2011.

Recreation Division

- A meeting was held with the new Teen Center Directors on Thursday, September 29th to discuss upcoming events and staff training scheduled for October 3rd.
- The brochure for the 2011-2012 Youth Basketball program was sent to the printer on September 27th and will be distributed to students in grades 1 through 8.
- The photographers for the Youth Basketball program were set on September 15th. The Department will be using the vendor Team Smiles.
- S. Boulay met with Bob Gai regarding the 2011 Parks & Recreation Golf Tournament scheduled for May 14, 2011.

- S. Boulay and K. Gallicchio met with a representative of Dick's Sporting Goods on September 7th to discuss Dick's Community Marking Program.
- The Boys' Travel Basketball program has established a Board of Directors to handle all aspects of the program, including selection of coaches, minimizing the Department's involvement.
- Registration for fall programs began in August for Newington residents. Registration for non-residents began on Tuesday, September 6th.
- The school year at Creative Playtime Preschool Program began on Thursday, September 8th.
- Training was held at Newington High School for all aquatics staff members on Wednesday, September 28th.
- Most fall programs began in late September, with the remainder beginning in early October.
- K. Gallicchio met with representatives from Midget Football, Soccer Club of Newington and Youth Lacrosse to determine each organization's needs during the fall sports season for the synthetic turf field at the Clem Lemire Complex.

Parks & Grounds

- The pruning of the schools was completed early in the month along with the weeding of the planting beds.
- Lou Tine (GKII) operated the roadside mower to eliminate some of the hazardous visibility issues.
- Town crews have spent many days this month removing some of the hazards on our long list of tree removals due to Irene. Wethersfield has also spent a couple days in town this month addressing trees beyond our capabilities.
- Ben Brietkreutz has begun the repair of the poured in place surfacing at Mill Pond Playground.
- Parks personnel dismantled and installed a large set of bleachers from Newington High Schools Baseball field to Churchill Park Softball Field.
- The light bulbs were replaced along Main Street and fixtures with electrical problems were reported to the Facilities Department.
- There were 8 interments in town cemeteries this month.
- Division personnel were offline a total of 32 days this month.

LIBRARY

- If you own a Kindle eReader, you may now download ebooks from the library's Overdrive downloadable catalog for loan. Go to www.newingtonct.gov/library, click on the link "Downloadable ebooks are available for the Kindle," for instructions. The link to the Hartford Courant's announcement that LRW Library circulates eReaders was tweeted by 5 people to a total of 10,970 followers. That's the power of social networking!
- The library is now checking out 3 new Barnes & Noble Color Nooks, which are pre-loaded with ebooks and go out for 3 weeks. We also have 2 regular Nooks, 2 Sony eReaders and an MP3 player that may be checked out, and a new Kindle which will also be available for checkout soon.
- The library now sends out email blasts for special announcements, holiday hours, etc. To sign up: www.newingtonct.gov/library, click on "Sign up for News & Announcements."
- Technology: The library is still working with IT on some glitches having to do with the new phone system. Lisa is working on a digital signboard for the main lobby, a replacement pay-for-print and PC reservations system, and purchasing more ebooks.
- The Fall Educators' eNewsletter was e-mailed to all teachers and school personnel.
- The library observed Banned Books Week on 9/24 -10/1, held to celebrate the freedom to read and the importance of the First Amendment. A special display was created to highlight the benefits of free and open access to information and the harms of censorship.
- The Library Board of Trustees conducted their annual meeting, at which officers were elected for the coming year. They are: Anna Eddy-President; Diane Stamm-Vice-president; Judy Igielski-Secretary; Iris Larsson-Treasurer. People and organizations honored for their service to the library included: Newington Amateur Radio League, the Friends of the Library 50th Anniversary Committee, Carol Miller-Pekrul, Kerry Lurate and her R.E.A.D. dog, Jessie.
- A special induction ceremony was also held at the Board's annual meeting for Legacy Society donors Florence K. Wood and Ruth Kellogg.
- The Catherine and Joseph Palermino Continuing Education Scholarship was awarded to Michelle Royer, a staff member pursuing her Master's Degree in Library Science.
- Donna Miller attended the Transition Academy's Open House on 8/13. Some of the students have already visited the library, and we hope to see them regularly.
- Shirlee-Ann Kober attended the monthly Chamber of Commerce meeting.
- Personnel: Circulation Supervisor, Ruth Block, returned from medical leave on 9/19 half days for two weeks, then back to full time.

- Traditional circulation of library materials was 32,045 items. During September 18,293 people entered the library, an average of 732 people each day. A total of 5,411 reference questions were answered.
- Adult computer users logged in 2,645 times. Online databases were accessed remotely 9,115 times and 9,005 online database searches were done in the library. A total of 53,863 items were borrowed or used by library patrons. We checked out 9,724 items to 71 other libraries in September. Patrons checked out 824 items at self-checkout. Museum passes were checked out 66 times.
- 3,925 adult reference questions were answered. 2,963 hours were logged on children's, teen and adult public computers. The library's website was visited 6,912 times. "How-to" tutorial screencasts were used 39 times on our website. 1,801 Interlibrary Loans were processed by staff. 1,216 items were added to the collection, and volunteers logged in 141.25 hours of service.
- Adult programs attracted 276 people for book discussion groups at the library and at Cedar Mountain Commons, a garden program, *Herstory in Civil War Quilts* and four computer classes. Books were delivered to two homebound patrons. The Friends sponsored a bus trip to N.Y. City for 47 people.
- Teen programs attracted 33 young adults for Anime Club and the Teen Volunteer Network appreciation pizza party.
- Teen Librarian, Karen Benner, attended a Youth Adult Council meeting. The Council will offer programs this year on bullying, stress, MADD, dating & violence and diversity.
- Children's services included 50 programs with 2,549 attending. The final Summer Reading Recognition Program brought to light that 1,166 Newington children participated in the Summer Reading program. In addition to weekly storytimes and regular special programs, children were delighted by a new program called "Just a Story and a Song." After the program, children came down the stairs singing and happy! Children's staff answered 1,486 reference questions and children signed up to use computers for 318 hours. Children's databases were accessed 455 times.
- Children's and Teen reference staff set up library information tables at open houses at all the schools this year for some good parent and student interaction.
- Pat Pierce attended the CT Library Association Children's Roundtable meeting.
- Quiet Study rooms were booked for 168.5 hours. The Community Room was used 40 times. The Lienhard Room was used 17 times. Of the total 57 events in meeting rooms, 40 were library sponsored and 17 were outside groups.
- Business Manager, Lynn Caley, notarized 18 documents for patrons.
- Building: The building continues to be plagued by two things: roof leaks, mostly due to problems with the skylight, and inconsistent temperatures throughout due to HVAC control issues. New shutter installation started on 9/30. We're still waiting for crown molding to be installed in the upstairs program room and hallway.
- Grounds: On 9/26 Parks & Grounds cut down 5 dead pine trees along the library's delivery entrance driveway and 5 smaller trees too close to the building on the same side.
- Several staff assisted with the Waterfall Festival's Chalk Walk, and the Friends of the Library had a booth at the festival.