



John Salomone
Town Manager

TOWN OF NEWINGTON

131 CEDAR STREET
NEWINGTON, CONNECTICUT 06111

OFFICE OF THE TOWN MANAGER

MEMORANDUM

To: Newington Town Council
From: John Salomone, Town Manager
Date: February 22, 2012
Re: Monthly Report – January 2012

GENERAL ADMINISTRATION

- Town Manager John Salomone attended various CRCOG, CIRMA and CTCMA meetings.
- Mr. Salomone met with Finance staff and department heads to review departmental budget and capital improvement requests.
- Mr. Salomone attended several project meetings and several team meetings regarding various issues including Town Hall renovations, Market Square Improvements and Cedar Mountain.
- 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 January 2012 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
Weekend Stand-By And Call-In	5.1	\$ 231.46
Vehicles and Equipment	16.0	744.00
Traffic	0.4	40.18
Snow and Ice	410.3	19,958.73
Total	431.8	\$ 17,974.37
PARKS AND GROUNDS DIVISION	Overtime Hours	Cost
Cemetery	43.5	\$2,355.00
Snow and Ice	238.5	9,039.00
Total	282.0	\$ 11,394.00

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	\$ 3,755.71	\$ 6,461.00	\$ 3,261.23
Patrol	563,361.00	399,993.09	554,004.00	364,294.34
Investigation	73,567.00	44,608.10	74,110.00	37,651.02
Communication	107,966.00	111,646.26	111,426.00	95,660.82
Education/Training	100,698.00	49,416.04	103,603.00	61,563.48

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Support Services	40,452.00	20,530.67	37,985.00	19,389.67
Animal Control	<u>9,567.00</u>	<u>2,574.23</u>	<u>12,144.00</u>	<u>3,373.61</u>
Total	\$ 900,609.00	\$ 632,524.10	\$ 899,733.00	\$ 585,194.17
HIGHWAY DEPARTMENT				
Highway Operations	\$ 29,225.00	\$ 68,707.45	\$ 28,109.00	\$ 12,249.03
Snow and Ice Control	137,119.00	47,263.08	132,349.00	78,721.00
Traffic	8,684.00	4,592.49	8,345.00	3,258.45
Vehicles and Equipment	29,981.00	36,188.48	28,185.00	15,217.62
Leaf Collection	<u>55,937.00</u>	<u>36,990.88</u>	<u>54,997.00</u>	<u>43,908.39</u>
Total	259,946.00	\$ 193,742.38	\$ 251,985.00	\$ 153,354.49
PARKS AND GROUNDS				
Parks and Grounds	\$ 142,799.00	\$ 119,466.42	\$ 130,547.00	\$ 64,139.25
Cemeteries	<u>15,635.00</u>	<u>5,443.35</u>	<u>14,893.00</u>	<u>6,669.62</u>
Total	\$ 158,434.00	\$ 124,909.77	\$ 145,440.00	\$ 70,808.87

PERSONNEL

- Town Planner Ed Meehan, Director of Human Services Ken Freidenberg and Animal Control Officer Wayne Fox retired from service to the Town.
- Karen Futoma was promoted to the position of Director of Human Services.
- Carol LaBrecque was promoted to the position of Financial Casework Coordinator.
- The Social Worker II position vacated by Carol LaBrecque will be advertised in February.
- A job posting was published for the Town Planner position vacancy with a closing date of February 3, 2012.
- Timothy LaPierre was appointed to the position of Welder-Mechanic's Helper in the Highway Department.
- The interview process for the Dispatcher position continued with a hiring decision expected in February.

RISK MANAGEMENT

2011-12 Blue Cross/Blue Shield Plan Year

The sixth month of the 2011-12 plan year produced a combined paid claim total that was higher than those estimates that were developed at renewal. The monthly claims for the 2011-12 plan year were estimated at \$835,226. The total paid claims for December 2011 were \$929,695. The breakdown for the Town and Board of Education is as follows:

	<u>Cumulative Claims through December 2011</u>		
	Town	Board of Education	Total
Estimated Claims	924,267	4,087,091	5,011,358
Actual Claims	954,568	3,371,988	4,326,556

FACILITIES MANAGEMENT

- During January, the facilities manager met with CRCOG representatives to review contractor performance under the EZIQC program in an effort to determine past performance issues with the CRCOG regional management company which has prevented timely issuance of work orders in the field. A follow up meeting with all representatives will continue to be of an ongoing nature until all performance issues are resolved. As a result of this initial meeting, an agreement was reached to replace the regional contract administrator and several work orders are now being processed and monitored.
- The facilities group completed 83 formal work orders during the month of January at the various Town Buildings.
- An initial meeting of the Town Hall Building committee was held to discuss roof design and repair proposals as submitted to the group by the architectural firm of Kaestle Boos for the Town Hall. As a result of this meeting the architect was instructed to develop conceptual replacement strategies and furnish cost analysis details to the committee in February in order for the committee to make a

recommendation to the Town Manager and the CIP committee for a roof replacement plan. The facilities director has been working closely with the architect to develop a roof replacement that will coincide with any future renovations to the Town Hall building.

- The lock replacement within the Town Hall was completed during January and resulted in the installation of 187 new door locks under a “pyramid” system that enhances building security and prevents unauthorized copies of keys to be made outside the authorization of the facilities department.
- Failures of the cell door hardware in the Police Department had been an ongoing maintenance issue which was addressed in January with the installation of a newly designed system on one of the doors as a trial remedy for replacement of all hardware upon future failures. This problem never created a security issue but would result in some of the cells being out of use until repairs were made. This new design is hoped to stop the ongoing repairs in the future.
- A proposal for a “Municipal Campus Site Evaluation” was approved by the Town Hall Building committee and will allow the architectural firm of Kaestle Boos to focus on an evaluation of the overall needs of the Library, Town Hall and Mortensen Center and their relationship to one another in the coming years. This is the first phase of a renovation / replacement strategy for these buildings and their locations in the Town.
- At the request of the Library, a new media storage closet was constructed within the community room with the resulting space fitting into the room as a perfect match to the surrounding space. Additional space on the second floor of the Library was identified by the director as a potential storage room and will be renovated during February.
- Safety lighting was added in the parks garage and new motion sensors were added at rear entrance lighting to enhance the safety of employees in that building.
- Additional lighting was added in the garage bays of the Highway Garage building to provide for a more safe environment for the mechanics at the request of the foreman.
- In an effort to maintain the new heating system piping at the Senior Center and the Town Hall, a new water treatment program is being designed by the facilities manager and will likely go out to bid during the next two months.
- A new fire alarm panel was installed in the Senior Center during January which has eliminated the false calls that resulted from the failing system in the past. This is the first phase of replacement to the alarm systems in the building with the second phase concentrating on the repair / replacement of the buildings call for aid system.

INFORMATION SYSTEMS AND TECHNOLOGY

- Logged 32 requests for service via the Internet, blocked 28,551 unsolicited SPAM email messages from being delivered and did not see many viruses / Trojans, from impacting the Town’s network infrastructure.
- Completed 222 formal work orders.
- The Town’s website had approximately 24,564 visits during the month, 68,132 page views with an average of 2.77 pages viewed per visit. The Town Homepage, Library Homepage and Town Employment Opportunities were the most frequently visited pages.
- Mr. Paul G. Boutot, Director of Information Technology, served as Acting Town Manager while the Town Manager, Mr. John Salomone was on vacation from January 1-7, 2012.
- Information Technology staff worked with Cox Communications on identifying the root cause of non-working telephone lines (PRI’s) that intermittently impact the town’s ability to receive calls or make calls. Cox Communication’s determined that they had a faulty switch and after replacing the equipment the town’s telephone services have returned to normal operations.
- Mr. Boutot and Mr. Thad Dymkowski, GIS Technician, met with Mr. Anthony Alasso, to discuss his interest in fulfilling his Central Connecticut State University internship program hours with Information Technology.
- Mr. Boutot assisted the Office of the Mayor and Office of the Town Manager with presentation preparation for the 2012 State of the Town.

FINANCE

Accounting and Administration

- Department budget hearings were conducted through out the month as part of the 2012-13 budget process.
- On January 26th, Ms. Harter, Director of Finance, attended the CIP Committee meeting.

- Several year-end 2011 tax reporting tasks were completed during the month of January including the generation of 1099's and W-2's.
- The 2011-12 mid-year financial update and budget transfers were prepared for the Town Council.
- Ms. Harter prepared a financial overview for the Town Council Retreat on January 28th.

Major grants received during the month include the second installment (25%) of the Education Cost Sharing (ECS) grant in the amount of \$3,158,154. 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)
1/31/2012

	<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	51,261	\$13,473,150
Special Revenue Funds	1,357	1,141	1,377,578
Capital Projects Funds	388	394	446,642
Internal Service Fund	10,000	1,633	3,681,771
Trust and Agency Funds	2,700	990	1,573,516
TOTAL, ESTIMATED BY FUND			\$20,552,657

INVESTMENTS, BY INSTITUTION TYPE

(Unaudited)
1/31/2012

	<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	0.12	0.19	769	1,220	\$11,296,766
CLASS PLUS	0.01	0.01	31	18	4,360,092
Bank North	0.20	0.20	36	36	214,353
People's Bank	0.05	0.05	85	85	2,009,964
Sovereign Bank	0.45	0.45	3,909	1,574	2,671,482
Total Outstanding Investments					\$20,552,657

Rates reflect avg. monthly yield, annualized

Assessor

- The October 1, 2011 grand list which includes all personal property, motor vehicle, and real estate accounts was completed and filed with the Town Clerk on Tuesday January 31, 2012 at 12:45 a.m. The net 2011 grand list decreased from the October 1, 2010 list by \$114,961,857. The net grand list is subject to changes by the Board of Assessment Appeals. A summary of the grand list is presented in the table below:

TOWN OF NEWINGTON 2011 NET GRAND LIST				
CATEGORY	2010	2011	PERCENT CHANGE	DOLLAR CHANGE
REAL ESTATE	\$2,346,306,368	\$2,213,614,991	-5.7%	-\$132,691,377
PERSONAL PROPERTY	\$129,933,910	\$134,169,320	3.3%	\$4,235,410
MOTOR VEHICLE	<u>\$202,997,933</u>	<u>\$216,492,043</u>	6.6%	<u>\$13,494,110</u>
TOTAL	\$2,679,238,211	\$2,564,276,354	-4.3%	-\$114,961,857

- The Town of Newington implemented a state mandated revaluation of all real estate parcels. The net real estate grand list decreased from \$2,346,306,368 to \$2,213,614,991, a decrease of -\$132,691,377 or -5.7%. The decrease is due to a decline in market values for real estate parcels. There were just under 300 informal hearing conducted by the revaluation company that were analyzed further.
- Personal property and motor vehicle accounts were completed and entered within the time frame mandated by Connecticut state law. Both sectors of the grand list has significant increases over the 2010 grand list.
- Real estate deeds were read and entered in the computer assisted mass appraisal system through the end of January.

Revenue Collector

- Revenue Collections for January on the Current Grant List were \$26,859,745 which includes \$360,865 on the new Supplemental Motor Vehicles. Prior year tax levies collected were \$36,190; this includes payments on Suspense Accounts totaling \$1,293.
- The percentage of collections for January is in line with last year at this time.

TOWN CLERK

- There were 475 documents filed on the land records during January.
- Six Foreclosure Registrations were recorded.
- 38 property sales conveyed for a total of \$2,110,666. There was one notable residential transfer at 36 Meadowview Court for \$405,000.
- State conveyance tax was collected in the amount of \$15,830; \$5,277 was collected in Town conveyance tax.
- 59 liens were recorded (including federal, judgment and tax liens).
- 129 mortgages and 162 releases were filed.
- Eleven burial and eight cremation permits were issued; the staff certified 141 copies of vital records.
- The office recorded eleven Trade Name Certificates, 17 Notary Public commissions and 24 survey maps.
- In accordance with §9-382 to §9-450, inclusive, of the Connecticut General Statutes, Democratic and Republican party-endorsed candidates for Town Committees were filed in the Town Clerk's office.
- On January 3rd the Town Clerk attended the swearing-in ceremony for the West Hartford Town Clerk, Essie Labrot. Since Ms. Labrot has taken office, the Town Clerk has officially acted as her mentor.
- Throughout December and January, the Town Clerk coordinated an all-day Orientation Seminar for newly elected/appointed Town Clerks which took place on January 20th at the Legislative Office Building. Representatives of the Office of the Secretary of the State (including the Honorable Denise Merrill), Revenue Services, Public Health, Public Records Administration, the Department of Energy and Environmental Protection and State Elections Enforcement were on hand to give participants an overview of their respective departments and to demonstrate the interaction between the clerks and these State offices. It was a very successful event allowing the newcomers an opportunity to "meet and greet" with each other and with the State agencies.

DATA SUMMARY JANUARY 2012				
	<u>January-12</u>	<u>January-11</u>	<u>FY 11/12 to Date</u>	<u>FY 10/11 to Date</u>
Land Record Documents	475	500	3413	3498
Dog Licenses Sold	13	4	436	412
Game Licenses Sold	92	90	312	318
Vital Statistics				
Marriages	7	3	130	118
Death Certificates	43	30	204	203
Birth Certificates	15	20	185	141
Total General Fund Revenue	\$ 21,950.67	\$ 25,586.97	\$222,004.86	\$238,075.26
Town Document Preservation	\$ 876.00	\$ 942.00	\$ 5,794.00	\$ 6,413.00

State Document Preservation	\$ 876.00	\$ 942.00	\$ 5,810.00	\$ 6,476.00
State Treasurer (\$26 fee)	\$ 15,768.00	\$ 16,956.00	\$ 89,352.00	\$112,212.00
Locip	\$ 1,314.00	\$ 1,413.00	\$ 8,709.00	\$ 9,510.00
State Game Licenses	\$ 571.00	\$ 506.00	\$ 2,531.00	\$ 3,743.00
State Dog Licenses	\$ 70.00	\$ 22.00	\$ 2,407.00	\$ 2,737.00
Dog Licenses Surcharge	\$ 28.00	\$ 10.00	\$ 946.00	\$ 960.00
Marriage Surcharge	\$ 38.00	\$ 95.00	\$ 950.00	\$ 931.00
Grand Total	\$ 41,491.67	\$ 46,472.97	\$338,503.86	\$381,057.26

POLICE DEPARTMENT

- Animal Control Officer Wayne Fox retired on January 27th after 28 years of service to the Police Department, (7 years as a Public Safety Dispatcher and 21 years as the Animal Control Officer). A farewell reception was held for him at the Police Department on the 27th.
- The Public Safety Dispatch Hiring Process continued in January. Three have completed background investigations and final interviews. A final decision will be made in February.
- The Regional Truck Traffic Enforcement team conducted a regional truck traffic detail funded by a grant from Capitol Region Council of Governments. Newington will receive reimbursement of \$2,031 from CRCOG to pay for overtime costs associated with this detail.
- CSO Jamie Cipolla attended the United States Attorney's Office District of Connecticut Awards Ceremony at New Haven City Hall. Officer Cipolla was recognized for her work in the United States v. Steve Velez et al case while she was on assignment with Drug Enforcement Agency (DEA).
- Patrol Calls are as follows:

ALARMBURG	92	F/OTHER	11	OPENDOOR/WIN	8
ALARMHOLD	10	F/STRUC	3	PARKINGVIOL	13
ANIMAL	8	F/VEH	1	PISTOLPERMISSUED	3
ASSAULTIP	4	FINGERPRINT	37	PISTOLPERMTEMP	13
ASSAULTREP	1	FOLLOWUP	83	PROPFOUND	7
ASSIST	26	GUN	3	PROPLOST	6
BREACHIP	18	HARASSMENT	12	RECOVEREDMV	1
BREACHREP	2	HAZARD	24	ROBBERYIP	2
BURGIP	5	INTOXICATED	2	SERVWARRANT	46
BURGREP	12	JUVCOMP	21	SEXASSAULTRE	2
CARSEAT	1	K9	9	SHOTS	2
CHECK	53	K9OTHER	2	SPECDETAIL	39
COURT	20	LAND/TENANT	1	STOLENMV	4
CRIMMISGRAF	5	LARCFROMMV	4	SUDDENDEATH	3
CRIMMISIP	2	LARCIP	14	SUICIDEATT	2
CRIMMISREP	20	LARCREP	31	SUSPICIOUSIP	118
CSO	12	LOCATION	116	SUSPICIOUSREP	26
CUSTOMERIP	8	LOCKOUTRESID	2	TESTPOLICE	1
CUSTOMERREP	5	M	197	THREATIP	1
DOG	27	MISSING	3	THREATREP	4
DOMESTICIP	36	MVABAND	4	TOW	19
DOMESTICREP	10	MVAEVADING	14	TRAFFIC STOP	641
DRUG	15	MVAINJURY	12	TRESPASSIP	4
DUI	9	MVAPROP	101	TRESPASSREP	1
EDP	7	MVASSIST	67		
ESCORT	29	MVCOMPLAINT	33	TOTAL FOR NPD	2152
F/ALARM	26	NEIGHBOR	6		
F/COSYMP	3	NOISE	8		
F/HAZMAT	3	NOTIFICATION	1		

Patrol Investigations

- A patrol officer was conducting proactive patrol when he stopped a tan Honda Accord for an equipment violation. The officer made contact with the operator of the vehicle and immediately detected a strong odor of marijuana coming from inside the car. Based on probable cause, the officer instructed the operator to exit the vehicle so a search could be conducted. He began by searching the operator's pockets and discovered a large sum of cash separated into several denominations. The officer searched the interior of the car and discovered a large quantity of marijuana that was packaged for sale. He also found numerous prescription pills, some of which were determined to be Adderall, which is a Schedule 2 Controlled Substance and Amphetamine. In total, the suspect was found to be in possession of 213 grams or 7.51 ounces of marijuana, 106.5 Adderall pills, a digital scale and other drug paraphernalia, as well as \$775.00 in cash. As a result he was charged with Possession of More Than 4 ounces of Marijuana, Possession of Marijuana with Intent to Sell, Possession of Drug Paraphernalia, Possession of a Controlled Substance, and Possession of an Amphetamine with Intent to Sell.
- Patrol officers were dispatched to an area Church for a report of a burglary which appeared to have occurred overnight. Investigation revealed that entry to the building was forced and that the suspect caused interior damage while rummaging through the interior, presumably looking for items of value. Significant damage was done to a safe in the building, but access to the safe was not gained. Detective Division personnel responded to process the scene for evidence and this case remains under investigation.
- Patrol officers were dispatched to a residence, for report of a domestic dispute in progress. According to the complainant, her ex-boyfriend had forced his way into the residence in violation of a valid protective order. The suspect in this case was arrested by the police department for violating that protective order earlier in the evening and was released from custody after posting \$5000.00 bond. Upon arrival officers learned that the suspect had fled the scene. The victim explained that she received a phone call from the Police Department advising her that her ex-boyfriend had posted the bond for his previous arrest and that he was being released. Approximately 15 minutes later the doorbell rang. She said that she went to the door and asked who it was and the person stated "Newington Police Department". The victim said that she opened the door and saw that it was her ex-boyfriend. He tried to force his way into the home but a friend of the victim went to the door and held it, so it would not open all the way. The suspect was unable to get all the way in, but his upper body was inside. After he was unable to force his way into the home, the suspect fled. Additional investigation led to the location of the suspect and he was arrested. He was charged with Home Invasion, Impersonating a Police Officer, Disorderly Conduct, Violation of a Protective Order, and Criminal Trespass 1st Degree. He was detained on a \$100,000.00 bond.

Detective Division:

- Handled 70 investigations, 56 remain ongoing and 14 were closed by investigative methods.
- Served 32 arrest warrants, 25 by Patrol Officers and 7 by Detective Division personnel
- Are investigating a murder that occurred at a local motel on the Berlin Turnpike. Patrol Officers responded to the motel after a 911 call was received reporting a shooting in one of the rooms. Officers discovered a male party suffering from several gunshot wounds. The male was transported to a hospital where he was pronounced dead shortly after arrival. The victim's girlfriend was arrested and charged with Murder. The investigation is continuing.
- Obtained arrest warrants for a local man in connection with several residential burglaries. The individual was arrested for numerous Burglary and related charges. He was released after posting bond. The cases are pending at Superior Court in New Britain.
- Are investigating a stabbing that occurred in the parking lot of a fast food restaurant. An altercation occurred between two individuals which resulted in one of them being stabbed several times. The victim who was seated in a vehicle at the time with several friends immediately fled from the parking lot after being stabbed. He was transported to a hospital for treatment of his injuries which were determined to be not life threatening. The investigation is continuing.

Community Service Officer:

- Finished the STEP UP Program at the 5th grade level with the remaining classes focusing on Internet Safety and Bullying.
- Traffic enforcement with regards to parking issues at Kellogg and Ruth Chaffee
- Attended the Law Enforcement Challenge Traffic Safety Program held at Department of Transportation.

- Attended the DEA Drug Take Back Box Initiative Meeting at Community Mental Health Affiliates in New Britain
- Worked with a handicapped student and the Department of Transportation regarding the cross signal at Cedar Street and Mill Street Ext. DOT added 7 seconds to the cross signal in an effort to give the handicap student adequate time to safely cross.
- Attended a school assembly at Martin Kellogg with School Resource Officer (SRO) Cunningham. Bullying was the presented topic.
- Processed pistol permit applications for final approval.
- Letters were sent out to principals at the elementary schools in an effort to build a spring teaching schedule for grades 2-3-4.
- Worked with downtown business owners and the Traffic Division to address parking issues on Main Street. Additional parking limit signs were erected and some were moved to new locations to ensure the laws/rules were clear. Also worked with downtown business owners regarding illegal dumping and littering. It appears the issue has been remedied for now.
- Conducted a tour of the police department for Town Council member Clarke Castelle.
- Continued to work on The Race to End Domestic Violence in Memory of MPO Peter J. Lavery and Officer Ciara McDermott 5k run.

UCR/NIBRS Selected Crimes

Preliminary December 2011 December 2010

Type of Crime	# of Offenses	Value of Crime	# of Offenses	Value of Crime
Murder	0	0	0	0
Forcible Rape	0	0	0	0
Robbery	3		0	0
Assault	7		7	0
Burglary	17		5	\$11,033
Larceny Theft	56		53	\$40,590
Auto Theft	2		4	\$25,200
Totals	85		69	\$76,823

- In December 2011 the Police Department arrested 66 adults; 11 for assaults, 2 for burglary, 1 for fraud, 6 for narcotic violations, 4 offenses against family and children, 8 for DUI, 1 for disorderly conduct, 12 for larcenies, and 21 for other miscellaneous offenses. The Department also referred 5 persons under the age of 18 for criminal acts; 1 for assaults, 1 for drug violations, 1 for disorderly conduct, and 2 for other miscellaneous offenses.

Police Department Overtime

- Comparison – January to December
 - OT December \$ 103,491 (3 payperiods/2 holidays)
 - OT January \$ 103,246 (2 payperiods/2 holidays)
 - Total decrease \$ 245
- During January there was one dispatcher vacancy. This position was mostly filled with overtime. Overtime reflects a period of 28 days and included two holidays. The ERT (Emergency Response Team) had a couple of call outs and the detective/patrol divisions were very busy with investigations including assault, stabbing, domestics, and homicide.
- Administration overtime of \$506 is a decrease of \$456 for one holiday.
- Patrol overtime of \$65,303 is an increase of \$6,240. Holiday overtime cost the Patrol division approximately \$34,000 for Christmas and New Years. Without the holidays, the overtime amount would be cut in half. January was a busy month with call outs to domestics, homicides, mutual aid/ERT callouts, and court appearances.
- Detective Division Overtime of \$15,218, is an increase of \$10,503. Holiday overtime cost the Detective Division \$6,900 in January. Overtime included investigations for burglaries, homicides, domestics, and surveillance that resulted in overtime.
- Communications overtime of \$15,000 is a decrease of \$4,410. There is a dispatcher vacancy that will create overtime until it is filled. Holiday overtime cost was \$4,300.
- Education overtime of \$435 is a decrease of \$12,026. There was no training in January that cost overtime.

- Support Services overtime of \$5,992 is an increase of \$1,402. Holiday overtime cost approximately \$4,200. Overtime included a Youth Officer meeting, Accident Reconstruction call outs, and overtime for ERT members assigned to this division.
- ACO overtime of \$800 is an increase of \$289 for a total of three call outs for animal control and one holiday.

FIRE DEPARTMENT

The following is a report of the activities of the Newington Fire Department for the month of January, 2012. During this period fire department members responded to 75 alarms or emergencies. A summary of these alarms and a manpower response breakdown is detailed below:

	January 2012	7 Month Total
Residential	22	233
Commercial, Industrial, Office	11	48
Hospital, School	3	6
Vehicle	4	16
Rescue, Police Assistance	0	15
Dumpster, Rubbish, Grass, Brush, Leaves	3	15
Hazardous Materials/Clean up	5	31
Investigative Alarm	12	179
False Alarm	0	0
Mutual Aid/Standby	1	27
Carbon Monoxide Investigation	11	56
Water Related Incidents/Pump-Outs	3	38
Total	75	633

Training Summary

Multi-Company Training	Cos. 1 & 4: Vehicle Extrication/Lifting Cos. 2 & 3: Vehicle Extrication/Lifting	54.0 hours 90.0
Officer Training	Capital Region Training Builder Pre-plans	9.0 6.0
Driver Training	Co. 2: Orientation Co. 2: Road Time	2.0 2.0
Company Training	Hoses and Nozzles Co.1: Strategy and Tactics Co. 3: Pump Training	9.0 15.0 55.0
Cadet Training	SCBA/Searches	66.0
Communication Tech Training		40.0
Task Force Planning		10.0
Department Training	Medical Rehab	184.25
Total		542.25 hours

FIRE MARSHAL

The Fire Marshal's Office completed the following activities during the month of January, 2012.

INSPECTIONS	18
INSPECTION FOLLOW-UPS	36
PLAN REVIEW	3

JOB SITE INSPECTIONS	00
UNDERGROUND TANK REMOVAL	00
FIRE INVESTIGATIONS	03
FIRE ALARM TROUBLE	12
COMPLAINTS	08
HAZ/MAT	00
BOMB THREATS	00
BLASTINGS	00

Incidents:

- Responded to 25 fire calls during the month; no significant fire incidents or injuries were reported.

Fire Marshals Activities:

- Attended the monthly meeting of the Capitol Region Fire Marshals Association in Rocky Hill.
- Attended the monthly meeting of the Newington Board of Fire Commissioners at fire headquarters.
- Attended the quarterly Employee Health & Safety Committee meeting at town hall.
- Attended a meeting with the Town Manager and Finance Director to review the purposed 2012-2013 Fire Marshals Budget.
- Conducted the quarterly Local Emergency Planning Committee meeting at police headquarters.
- Attended the monthly staff meeting at town hall.
- Attended a retirement party for Animal Control Officer Wayne Fox at police headquarters.

HIGHWAY DEPARTMENT

Administration

- Attended various staff and committee meetings
- Met with Town Manager to discuss upcoming hauler contracts
- Met with residents to discuss various issues and concerns
- Attended FEMA “Kickoff” meeting for Storm Alfred
- Hosted meeting with CT DEEP for landfill closure discussions
- Attended budget review meeting

Roadway Maintenance

- Crews continued with branch and tree limb cleanup
- Crews completed town-wide Christmas tree pick up
- Crews were called four times in January for snow and ice
- Highway operators continued with Landfill material processing
- Cleared several waterways throughout Town of vegetative debris
- Continued with Town wide pot hole patching and curb pick up
- Highway personnel began on-line Target Safety training
- Crews completed catch basin repairs as needed
- Highway personnel assisted outside contractor in grinding at the landfill

Traffic Division

- Installed and/or repaired missing/damaged street name and regulatory signs
- Assisted registrars with the special election of January 11th

Fleet Maintenance

- Mechanic staff performed scheduled maintenance and emergency repairs to all Town vehicles
- Continued with the major snow plow repairs
- Outfitted one leaf box to accommodate rental chipper to assist in branch and tree limb collection
- Completely rebuilt the communications vehicle generator
- Mechanics began the outfitting of one new police patrol vehicle

- Welcomed in and introduced our new mechanic helper to the very wide variety of equipment we repair and service

Sanitation/Recycling/Landfill

- Scheduled 492 residential bulk items for collection
- Scheduled 34 condominium bulk items for collection
- Scheduled 14 condo/residential scrap metal items for collection
- 4,334 tons of cumulative Municipal Solid Waste were collected from July 1, 2011 through December 31, 2011
- 1,399 tons of cumulative recyclables were collected from July 1, 2011 through December 31, 2011
- 683 mattresses collected from July 1, 2011 through December 31, 2011
- Issued 10 permanent landfill permits and 3 temporary permits

TOWN PLANNER – no report

BUILDING DEPARTMENT

- A sign permit was issued for the Holiday Inn, located at 2553 Berlin Turnpike.
- Permits issued:
 - An Electrical Permit the Senior Center to change the fire alarm panel
 - A Building Permit to renovate the bathroom at the Kelsey House, 1702 Main Street
- A Building Permit for an office renovation in the IT department of the Board of Ed.
- Seminars attended by our Inspectors for their continuing education credit were:
 - R. Smith - Disaster Management for Code Officials, 1/12/2012
Means of Egress – 1/12/2012
 - A. Hanke - Disaster Management for Code Officials, 1/11/2012
 - D. Jourdan - Disaster Management for Code Officials, 1/11/2012
- Building Department activity for the month of January was as follows: The Inspectors completed a total of 130 Inspections. They were: Apartment (5), Boiler (2), CO (9), Decks (1), Electrical (27), Final (35), Foundation (1), Framing (2), Gas Line (15), Hot Water Heater (1), Incident Report (2), Insulation (4), Plumbing (2), Roof (3), Rough (14), Sheds (1), Siding (1), Site Visit (5).
- There were 3 Certificates of Occupancy issued in January. One single family residential located at 220 Sunrise Avenue. One Multi Family - the New Meadow Elderly Housing located at 50 Mill Street Ext. One commercial - a Medical Office use at 375 Willard Avenue.
- The total number of Building/Renovation Permits issued for the month of January was **113** producing a total permit value of **\$1,361,735.00**.
They are categorized as follows:

<u>TYPE OF PERMIT</u>	<u># OF PERMITS</u>	<u>VALUE OF PERMITS</u>
ADDITIONS /ALTERATIONS	27	426,343.00
DECK	1	1,000.00
DEMOLITION	0	0.00
ELECTRICAL	37	701,975.00
FENCE	0	0.00
FIRE SUPPRESSION / SPRINKLER	0	0.00
FOOTING / FOUNDATION	0	0.00
FUEL TANK	1	400.00
GARAGE / SHED	0	0.00
MECHANICAL	9	56,473.00
NEW COMMERCIAL	0	0.00
NEW RESIDENTIAL	0	0.00
PLUMBING	19	30,300.00
POOL	0	0.00
ROOFING / SIDING	14	133,594.00
SIGN	5	11,650.00

TENT	0	0.00
TRAILER	0	0.00
TOTAL	113	\$1,361,735.00

The total Building income fees received in the month of January was **\$16,936.00**

The total fees for other income were as follows: Town Planning and Zoning (Applications/Publications) \$215.00, Environmental \$0.00, Conservation \$0.00, Zoning Board of Appeals \$75.00, Copies, Books and Maps \$76.00, Driveway / Excavation \$525.00, Engineering copies \$112.75. The other total income is \$1003.50

Below is a comparison of the Permit Values for January 2012 and January 2011

	<u>2012</u>	<u>2011</u>
Value of Permits issued for January:	\$1,361,735.00	\$845,867.00
Fees for Permits issued for January	\$16,936.00	\$9,439.00
Other income Fees for January	\$1,003.50	\$871.50
Building Permits Issued for January:	113	97

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>
\$9,691,972.00	\$105,139.00	\$12,204,602.00	\$147,242.00

ENGINEERING DEPARTMENT

- During the month of January, the Engineering Department issued three excavation permits as follows:
 - 1 gas lateral permit
 - 2 test borings
- Participated in a meeting with Highway, D.E.E.P. and a consultant with regard to the landfill closure.
- Participated in the monthly Inland Wetlands Commission meeting.
- Participated in the monthly C.R.C.O.G. Transportation meeting
- Held project meeting with Quality Associates contractor for the Mill Street Extension. The contractor has achieved “substantial completion” of the project. The sidewalks, paving, binder, drainage, curbing and lights are installed.
- Site plan and project reviews continued for both Inland Wetlands and Town Plan and Zoning Commissions.
- The Downtown Revitalization Committee held one (1) special meeting in the month of January. The major topic of discussion was “substantial completion” of construction items, project cost, change orders, project status, contract provisions and timeline to finish.
- Engineering staff continued to administer and monitor driveway and excavation permits.
- Engineering staff completed the NPDES Phase II, MS4 Stormwater Report to D.E.E.P.
- Engineering staff developed a drainage design for West Meadow Cemetery. The design required: a field survey, creation of plan, profile and material estimate for construction.
- Assisted the Planning Department in developing a bond estimate agreement to facilitate a requirement necessary for C.O. at the New Meadow Elderly Housing Complex on Mill Street Extension.

HUMAN SERVICES

- A New Year’s eve fire heavily damaged several condominium units at Woodsedge displacing several households. Fortunately there was no loss of human life or injuries. Ken Freidenberg and Karen Futoma responded to the scene and contacted Red Cross. Red Cross came out and worked with us, placing many of the displaced residents in a nearby motel and provided them with assistance with clothing, food and miscellaneous emergent needs. Many residents will be displaced for several months, but had insurance coverage.

- Ken Freidenberg retired after 35 years, effective January 16th with an Open House held on January 10th, followed by a Town Council presentation.
- Karen Futoma was appointed Director effective January 16th.
- A transition meeting was held with staff to move forward and plan for filling gaps as we will be down a position until another social worker can be hired.
- The Human Right's subcommittee voted to postpone Newington's Got Talent due to limited volunteer capacity at this time.
- The Food Bank assisted 137 households. The Clothing Closet assisted 26 households.
- The Outdoor Market served 120 households on two days this month.
- The Special Needs Fund assisted 11 households with medical and utility bills. All were elderly residents.
- The Social Casework Program had an active caseload of 100 with 33 new referrals. Presenting issues included financial difficulties, housing, substance abuse, health, mental health, social security, and domestic conflict. Staff followed up on several police referrals related to suicide, medical and mental health needs.
- The Youth and Family Counseling Program handled a caseload of 42 with 2 new referrals and 5 inactive cases. Coordinator, Christina Salvio and contractors provided 113 clinical therapy sessions and made 95 contacts with families and other agencies.
- Contractual therapist Joann Karp, resigned this month, after 3 ½ years to pursue full time private practice.
- Interviews were conducted for replacement contractual therapists with one candidate due to begin in the next couple of months.
- There were no Juvenile Review Board cases during the month.
- Positive youth development programs provided by Youth Worker, Rik Huggard, Part-Time Youth worker, Michelle Pestillo and contractors involved 59 youth.
- The Winter/Spring SCORE 2012 registration was 1/27 and we are looking at a very active SCORE cycle beginning during the February vacation. 40 youths have registered.
- The ABC 8th grade program has solid participation and is planning a community service project.
- January ROPE went well, averaging 20 students per cycle. Many parents attend the final ceremony.
- Director Futoma attended multiple "first time" meetings with various agencies and community groups, including a budget meeting and continued transition activities.
- The High School Self-Awareness student group will resume activities with 9th & 10th graders in the spring cycle beginning in February.
- Director Futoma and Carol LaBrecque co-facilitated a monthly single mom's support group.
- Four CCSU student interns were interviewed and will be with us for the semester.

JANUARY 2012 Statistics

Selected Programs	FY 11-12 Undp. Total This Month	FY 11-12 Undp. Total Last Month	FY 11-12 Cum. Undp. Total YTD	FY 10-11 Cum. Undp. Total YTD
Youth and Family Counseling	42	53	93	120
Positive Youth Development	59	122	1649	1775
Information and Referral	449	604	4022	3793
Social Casework Cases Under 55 = 58 Over 55 = 42	100	97	243	311
Food Bank Households	137	122	1177	970
Special Needs	11	12	96	109

SENIOR AND DISABLED CENTER

- On Friday January 6th, Primary Eye Care Center sponsored an eye health informational program which included a bingo game with prizes.
- A new session of Brain.e.ology, a seven week brain fitness program started this month.

- Volunteer Rose Bolton led a card making program on January 27th.
- The Center is currently working with the Community Renewal Team nutrition department to develop a catering plan that would provide meal choices for Center participants (as well as the public) through the Coffee Shop. CRT currently provides the congregate and home delivered meals to Newington. This would be a private pay arrangement. The Coffee Shop will be re-launched within the next month or so.
- Information, referral and social work continue to be in high demand. The Energy Assistance Program continued in full swing. Most of the social work provided surrounds assistance with basic needs including utilities and health care costs.
- The repair work to the HVAC piping was completed this month and much to everyone's delight the daily ceiling leaks have subsided.
- The refinished parking lot in the rear of the Center, although not yet lined, has been a very welcome parking relief for participants.
- A new fire alarm panel was installed this month. The Center has had repeated 'false' alarms that have required full response by the fire department and the old panel was determined to be the issue.
- Staff including Dianne Stone, Eleanor Eichner and Denise Haas attended a workshop sponsored by the Connecticut Association of Senior Center Personnel regarding the application of statistics in planning.
- Social worker Teri Snyder attended programs including a meeting of the Municipal Geriatric Social Service Workers group and a Health Care Forum sponsored by Glastonbury Social Services.
- The Center currently has 1,996 paid members with an additional 604 residents registered for Dial-A-Ride.
- 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 2436 by 536 people. Actual attendance is higher as many participants still do not sign in and there have been periodic problems with the scanning system.
- Dial-a-Ride provided 1,179 trips covering 3,605 miles during regular hours. An additional 9 trips were provided for the monthly meeting of the Commission on Aging and Disability. This transportation is required by the members of the Commission to attend meetings.
- Center staffing was complemented by 762 hours of unpaid service by 129 volunteers.

PARKS AND RECREATION

Administration

- 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 Newington High School's Athletic Director Chris Meyers.
- Superintendent met with residents to address various issues and concerns.
- Superintendent submitted the Parks & Recreation 2012-2013 budget.

Recreation Division

- Most Winter programs began in early January, and registration is ongoing.
- The Spring 2012 Program Guide was completed and sent to print.
- Staff has been meeting with facilitators to secure sports camp programs for the summer.
- Training for our Aquatic staff was held on Wednesday, January 4th at the Newington High School Pool, and included an overview of emergency procedures and rescue skills practice in the water.
- Registration for Creative Playtime Preschool Program for the 2012-2013 school years began on January 31st for current families and siblings.
- A 7th & 8th grade dance was held on January 20th with 232 youths in attendance. Two full shopping carts of food were donated to Human Services.
- Preliminary planning has begun for the 2012 Summer Playground program.
- A one year contract was signed with Northeast Midways to provide the carnival for the annual Extravaganza for July 19, 20 & 21.
- A contract was established for the band Ticket To Ride to perform a two hour set for the Concert in the Park on Friday, July 20.

Parks & Grounds

- The lack of snowfall conditions allowed parks crew members to do a lot of cleanup around the schools normally done in the early spring.

- Tree work continues from the damage from Alfred. Four crew members work continuously on removing hazardous trees and limbs.
- Crew members took down the Christmas decorations early in the month and put them in storage.
- Ben Brietkreutz (GKIII) and Eric O'Neil (GKI) designed and built a cabinet to house the security system at Clem Lemire Football Field.
- Crew members removed a lot of overgrowth on the western side of Mill Pond, New Britain Avenue and the pathway up to Newington High School's Alumni Field.
- The weather has permitted a lot of cleanup in West Meadow Cemetery. Crew members have done a lot of topdressing and pruning back of the perennials.
- Crew members were called upon by the Board of Education to remove two sandboxes, one at Anna Reynolds School and the other at John Paterson School. These areas were cleaned up and filled with wood chips.
- Division personnel responded to two incidents of snow/ice.
- There were 9 interments in Town Cemeteries this month.
- Division personnel were offline a total of 21.5 days this month.

LIBRARY

- The library's 0% increase budget and CIP requests were submitted to the Town Manager. Library staff and Board members attended the first budget meeting with the Town Manager on Jan. 17th. Our next budget meeting will be in mid-February.
- The Friends of the Library Wine & Cheese Social & Teacup Auction on Jan. 27th was a huge success! 137 people attended, including Mayor Stephen Woods, Senator Paul Doyle and State Representative Sandy Nafis. The High School's String Quartet and Jazz Combo entertained us, and Connecticut Beverage Mart provided the wine tasting.
- The Children's Winter Reading Kickoff on Dec. 14, "Snow Better Time to Read!" offered stories, crafts and hot chocolate. Newington Arena donated 2 truckloads of snow and dumped it near the library for kids to make snowmen. It was the only snow in town!
- The Jan. 13th Adult Winter Reading Kickoff got off to a great start with 180 people signing up. By Jan. 31st, 305 people were participating, a 22% increase from last year!
- The Library has given notice to terminate our contract with Continental Copy Products, Ltd. as of Feb. 28. We will be purchasing new coin-op copiers and printers and plan to install the CASSIE PC reservation system along with SPOT Wireless Printing, with the help of the IT Department.
- Technology: IT staff installed a SIRS! software upgrade on 1/11, as well as 2 new wireless access points-one in the children's program room and one in the 1st floor computer area to improve wireless coverage throughout the library. Another computer has been added to the Collection Management office to be used for CCAR deliveries.
- Lisa Masten and Sue Schneider attended a Public Libraries Association webinar about "Creating a Digital Media Lab in Your Library."
- The Director attended an *Influential Communications* workshop at the CT. Association of Nonprofits in Hartford.
- The Director served on the schools' 2012-2015 Comprehensive Technology Plan Committee in updating the plan to meet current and future school district needs.
- The Director, and Friends President, Natalie Harbeson, were guest speakers at the Kiwanis Club January meeting. The topic was "The Library: what's in it for you, your family, and your business?"
- The Director attended a Newington Amateur Radio League meeting, accepting an award for partnering with the League in serving the community. The Radio League assists with the library's 5K Road Race each year and has donated a new set of Ham Radio manuals and handbooks to update the library's collection.
- The Director attended a Town Council Retreat on Jan. 28th at Indian Hill Country Club. Ann Harter gave an overview of the Town budget, and Lt. Mike Morgan gave a presentation on the Police and public safety. Paul Boutot talked about "Paperless Meetings," and other discussions centered on economic development and capital projects.
- New Board member, Kristine Nasinnyk, was given a "behind the scenes" library tour and orientation.
- Shirlee-Ann Kober attended a workshop on LSTA Grant Basics at Middletown Library Service Center, as well as the monthly Chamber of Commerce Meeting.
- It's tax time! The library has free tax forms and instructions available for the public.

- Building: A motion detector light was installed in the basement emergency exit next to the elevator. The new Community Room closet is finished, so now we have a locking area to store the laptop charging cart and the lectern. The CCAR delivery area is being moved from behind the Circulation desk into the back room where IT installed a new workstation and there is more room to process deliveries. The Children's Program Room has a bright, new area rug for children to sit on during storytime.
- Business Manager, Lynn Caley, notarized documents for 13 patrons.
- Traditional circulation of library materials was 33,211 items. During January 19,003 people entered the library, an average of 679 people each day. A total of 6,501 reference questions were answered.
- Adults signed up to use computers for 2,416 hours. Online databases were accessed remotely 6,958 times and 8,066 online database searches were done in the library. A total of 53,731 items were borrowed or used by library patrons. We checked out 9,643 items to 69 other libraries in January. Patrons checked out 839 items at self-checkout. Museum passes were checked out 38 times.
- 4,688 adult reference questions were answered. 2,739 hours were logged on children's, teen and adult public computers. The library's website was visited 7,932 times. "How-to" tutorial screencasts were used 72 times on our website. 2,218 Interlibrary Loans were processed by staff. 1,385 items were added to the collection, and volunteers logged in 240 hours of service.
- Adult programs attracted 404 people for book discussions, a mysteries book talk, movies, a Tax Talk, computer classes on Mail Merge, Facebook, Picasa, and Preparing for Job Interviews. Books were delivered to 2 homebound patrons.
- Teen Librarians Bailey Ortiz and Karen Benner co-chaired the Young Adult Librarians Roundtable on Jan. 11 at the East Hartford Public Library. The topic was favorite titles and book talk techniques. They also did book discussions at the high school and middle school.
- Teen programs attracted 85 young adults for Anime Club, the Teen Art Display and the Teen Volunteer Network meeting.
- Patricia Pierce, Children's Librarian, attended the American Libraries Association Midwinter Conference in Dallas, Texas.
- Children's services included 71 programs with 1,919 attending. Weekly winter storytimes were offered, plus Construction Club, Cookbook Club, a special needs play group, *The Wonders of Antarctica*, and Tales to Tails where children read to Jessie, a certified therapy dog. Children's staff answered 1,813 reference questions and children signed up to use computers for 330 hours. Children's databases were accessed 2,230 times.
- Quiet study rooms were used 263.5 hours. The Community Room was used 51 times. The Lienhard Room was used 14 times. Of the total 65 events in meeting rooms, 49 were library sponsored and 16 were outside groups.