



Paul J. Fetherston  
Town Manager

# TOWN OF NEWINGTON

131 CEDAR STREET  
NEWINGTON, CONNECTICUT 06111

## OFFICE OF THE TOWN MANAGER

### MEMORANDUM

To: Newington Town Council  
From: Paul J. Fetherston, Town Manager  
Date: April 15, 2005  
Re: Monthly Report – March 2005

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#### GENERAL ADMINISTRATION

During the month of March, the primary focus of the Office of the Town Manager was on the presentation of the Town Manager's proposed Fiscal Year 2005-2006 budget to the Town Council. During the month, there were five (5) Town Council meetings dedicated to the presentation and review of the proposal. A public hearing on the proposal was held on March 15, 2005. In addition, significant time was spent on completing tasks related to the Town Council's Eddy Farm preservation initiative.

Other items of interest during the month included:

- Conducting meetings with staff for purposes of addressing issues related to the failure of underground storage tanks for unleaded motor vehicle fuel;
- In conjunction with the Mayor, Town Council, Trust for Public Land and staff, coordinated a press conference on March 3, 2005 for purposes of announcing the Town Council initiative of preserving the Eddy Farm through the acquisition of an agricultural preservation easement;
- Conducting numerous internal staff meetings and meetings with representatives of the Trust for Public Land regarding details pertaining to the Town Council's Eddy Farm preservation initiative including the completion of an application for grant funding through a USDA NRCS preservation program;
- Attending meetings with the Mid State Collaborative Department Heads and Police Chiefs hosted by Wethersfield on March 8, 2005;
- Sponsoring a facilitated half day session pertaining to the on-going strategic planning process on March 10, 2005;
- Sponsoring a facilitated customer service training session for Town staff on March 10, 2005;
- Attending the monthly meeting at the Senior and Disabled Center on March 14, 2005 at the request of the Senior Club to discuss issues related to the budget process and the Town Council's Eddy Farm preservation initiative;
- Attending the March 14, 2005 groundbreaking ceremony for the expansion of Fire Company No. 2;
- Attending the March 15, 2005 meeting of the Newington Chamber of Commerce and addressing questions pertaining to the Town Council's Eddy Farm preservation initiative;
- Attending and participating in the March 15, 2005 meeting of CRCOG's Municipal Services Subcommittee;

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- Attending the March 16, 2005 swearing-in ceremony of Police Officer Recruit Jamie Cipolla;
- Facilitating the process of notifying and meeting with property owners of a potential citation through the blighted and vacant properties ordinance;
- Attending the March 28, 2005 grand opening of Panera Bread;
- Attending the March 31, 2005 Legislative Breakfast hosted by the Newington Public Library;
- In conjunction with Mayor McBride, meeting with representatives of Newington's state legislative delegation for purposes of pursuing potential grant opportunities related to the Town Council's Eddy Farm preservation initiative; and
- Participating in the interview process for consideration of certified candidates for the position of Police Officer with the Newington Police Department.

Paid overtime for the month of March 2005 was as follows:

<b>HIGHWAY DEPARTMENT</b>	<b>Overtime Hours</b>	<b>Cost</b>
Vehicles and Equipment	24.00	\$ 898.91
Weekend Stand-by and Call-in	16.00	624.48
Road Maintenance	12.30	485.05
Snow Removal	<u>643.90</u>	<u>24,191.96</u>
Total	696.20	\$ 26,200.40
<b>PARKS AND GROUNDS DIVISION</b>		
Snow Removal	300.00	\$ 9,336.39
Total		\$ 9,336.39
<b>POLICE DEPARTMENT</b>		
	<b>2004-05 Budget Overtime Appr.*</b>	<b>Overtime Expended Fiscal Year to Date</b>
Patrol	\$ 715,266	\$ 599,833.18
Investigation	54,876	54,019.65
Communication	118,792	110,930.49
Education/Training	46,729	38,320.14
Support Services	31,048	15,842.03
School Resources Officer Grant	3,228	2,046.52
Animal Control	<u>15,597</u>	<u>6,629.86</u>
Total	\$ 985,536	\$ 827,621.87

\*Includes mid-year transfers

## **PERSONNEL**

- Craig Holland, Sr., Groundskeeper I, retired effective March 31.
- A vacancy for Groundskeeper I was posted.
- Jamie Cipolla began her duties as a Police Recruit on March 15.

## **RISK MANAGEMENT**

The eighth month of the 2004-2005 Blue Cross/Blue Shield plan year produced a combined paid claim total that was lower than the estimates that were developed at renewal. The total claims were estimated at \$595,226 per month; the initial number for February 2005 came in at \$516,700.

## **INFORMATION SYSTEMS AND TECHNOLOGY**

- 140 work orders were completed.
- 40,000 SPAM/ unsolicited emails were blocked from reaching Town employees.

- Information Specialist Scott Hoagland customized some internal web pages for the Town's Help Desk application.
- Repaired a Business Directory database used by Library staff.
- Recovered from backup tapes training files for the Police Department.
- Provided technical support for Assessor and Revenue Collector staff during the change to their new Quality Data Services applications.
- Mr. Hoagland created a Microsoft Outlook training manual for Town staff.
- IST staff worked with Cox Cable installers to install wide area network connectivity for Fire Companies 2, 3, 4 and the Town's Parks and Recreation Annex.
- Converted U. S Postal Service change-of-address data for use by the Registrars of Voters in their annual canvass.
- Provided technical support for the Town Manager's budget presentation at the public hearing on March 15, 2005.
- Assisted in the preparation and presentation of informational material for the Eddy Farm initiative.
- During February 2005, the latest period for which information is available, the Town's web site had 14,650 visits. The Employment page and the calendars of activities maintained by the Parks and Recreation Department, the Library and the Senior and Disabled Center were the most popular sections.
- Paul G. Boutot, Director of Information Systems and Technology, worked with various staff members from Tyler-CLT, the Town's Computer Aided Mass Appraisal software vendor, to bring their new product "Orion" online.
- Mr. Boutot attended a Mid-State Collaborative meeting hosted in Wethersfield.
- Mr. Hoagland worked with outside vendors to update the Police Department's wireless mobile data modems. The modems allow officers to communicate directly with the Town's Computer Aided Dispatch System, Records Management System as well as local and federal criminal justice systems.

## **FINANCE**

### Accounting and Administration

- The Town Manager's 2005-06 Budget was finalized for submission to the Town Council on March 4. Duties related to the Town Council budget hearings were completed throughout the month.
- The March calculation of the Health Benefit Fund was completed and resulted in a projected credit of \$769,506 for the Board of Education and \$43,383 for the Town.
- Reviewed drafts of the question and answer brochure as part of the 2005 Revaluation public information process.
- Meetings were held regarding the underground storage tank issue at the Highway Garage, including the financing as well as working out alternative arrangements with the City of New Britain.
- The Town received the grant from the Department of Homeland Security in the amount of \$254,891 for Air Paks.

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)

3/31/05

General Fund	\$35,617,149
Special Revenue Funds	1,538,543
Capital Projects Funds	4,584,524
Internal Service Fund	3,109,339
Trust and Agency Funds	1,261,721
TOTAL, ESTIMATED BY FUND	\$46,111,276

**INVESTMENTS, BY INSTITUTION TYPE**

Unaudited)

3/31/05

	Interest %	Interest \$	\$ Invested		
<i>(Ave. Monthly Yield, Annualized)</i>	Current Month	Last Month	Current Month	Last Month	
STIF	2.83	2.55	\$64,286	\$65,949	\$24,256,650
CLASS PLUS	2.09	1.98	\$24,375	\$20,245	\$13,783,651
Sovereign Bank MM	3.28	2.99	\$22,484	\$18,963	\$8,070,975
Total Outstanding Investments					\$46,111,276

**Assessor**

- The Board of Assessment appeals met to hear appeals for the October 1, 2004 grand list. There were 17 appeals that received a total reduction of \$245,000 off their assessment.
- The 2005 town-wide real estate revaluation continued this month. The process of reviewing residential properties that sold within the past three years was begun. Several meetings with CLT revaluation personnel occurred.
- The conversion of the Quality Data tax system was completed. The conversion of CLT's "Orion" mass appraisal system began, and will continue through April.
- Applications for elderly benefits were taken, and will continue into May.
- Real estate transactions were read up to March 1. They were not entered because this process was hindered by the on-going and still incomplete conversion to the new Orion system.

**Revenue Collector**

- Demands for payment were sent to outstanding motor vehicle supplemental accounts and delinquent personal property accounts.
- Statements of outstanding balances were sent to 360 real estate accounts. Statements were also sent on motor vehicle and personal property accounts with partial balances.
- UCC liens were filed with the Secretary of the State for delinquent personal property taxes.
- Notices were mailed for unpaid parking violations that were issued during February.
- Conversion to the new Quality Data software was completed. The files were balanced and training started.
- The Department of Motor Vehicles purged our delinquent motor vehicle file and a new file with 5,449 delinquent records was installed.
- Revenue Collector Jean Mangan attended the annual seminar of the Connecticut Tax Collectors Association.
- The office collected \$256,727 for taxes due on the current levy.

**PURCHASING**

**BID NO 9, 2004-05, NVFD TACTICAL UNIT**

Opening Date: January 27, 2005

<u>Bidder</u>	<u>Bid</u>
Pierce Manufacturing, Appleton, WI	\$262,800
Nichols Fire Apparatus, Wallingford	\$266,595

The bids are under review.

**BID NO. 10, 2004-05, POLICE TECHNOLOGY INFRASTRUCTURE**

Opening Date: March 10, 2005 (Rebid: March 31, 2005)

Three bids were received by March 10, 2005; all were rejected as being non-responsive. The project was rebid with a closing date of March 31.

Bidder	Bid
EDP Wiring Systems, Burlington	\$37,638.00
SBC Structured Cabling Systems, Derby	\$42,418.00
Carousel Industries, Bloomfield	\$47,384.33
Bonner Electric, Inc., Uncasville	\$47,426.00

The bids are under review.

BID NO 11, 2004-05, POLICE RADIO EQUIPMENT

Opening Date: March 30, 2005

Bidder	Bid
Marcus Communications, Manchester	\$11,719.42

The bid is being reviewed for compliance.

BID NO. 12, 2004-05, POLICE COMMUNICATIONS CENTER RELOCATION

Opening Date: April 5, 2005

RFP NO. 1, 2004-05, TOWN CENTER STREETScape IMPROVEMENTS, PHASE II PROFESSIONAL SERVICES

Opening Date: March 8, 2005

Respondents
GM2 Associates, Inc., Glastonbury
To Design, LLC, Hartford
Vollmer Associates, LLC, Hamden
Anchor Engineering Services, Inc., Glastonbury
Milone and MacBroom, Cheshire
WMC Consulting Engineers, Newington
Maguire Group, Inc., New Britain
BETA Group, Inc., Rocky Hill

The recommended consultant is the Maguire Group.

RFP NO. 2, 2004-05, CONSTRUCTION TESTING SERVICES

Opening Date: March 10, 2005

Respondents
Test-Con Incorporated, Danbury
Special Testing Laboratories, Inc., Bethel
JGI Eastern Inc., Berlin
Independent Materials Testing Lab., Inc., Plainville
Tri-State Materials Testing Lab., Wallingford

The contract was awarded to Test-Con.

## TOWN CLERK

- There were 548 land-recorded documents—a 6% increase from last month and a 30% decrease in activity from March 2004.
- There were 71 property transfers--\$33,126.97 was collected for town conveyance tax and \$94,328.93 for state conveyance tax. These figures represent \$13,250,791.57 in property sales. The largest transfer was at 175 Costello Road and 10 and 26 Maselli Road which sold for \$5,330,000 from Ford Storage Newington LLC to U-Store-It, LP. There were four sizeable residential transfers, the largest one located on Strawberry Lane which sold for \$469,127.73.

### Data Summary-March 2005

	<u>March 2005</u>	<u>March 2004</u>	<u>FY 2004/05 To Date</u>	<u>FY 2003/04 to Date</u>
Land Record Documents	548	806	5,830	8,937
Dog Licenses Sold	16	26	454	742
Game Licenses Sold	205	307	1,237	1,275
Vital Statistics				
Marriage Licenses	6	13	140	164
Death Certificates	54	18	350	338
Birth Certificates	27	30	175	218
Total General Fund Revenue	\$ 50,694.22	\$64,496.41	\$578,132.96	\$530,080.69
Town Document Preservation	\$ 530.00	\$ 799.00	\$ 5,315.00	\$ 7,799.00
State Document Preservation	\$ 1,060.00	\$ 1,598.00	\$ 10,630.00	\$ 14,722.00
State Game Licenses	\$ 4,466.00	\$ 6,720.00	\$ 21,053.50	\$ 27,165.00
State Dog Licenses	\$ 139.00	\$ 226.00	\$ 2,989.00	\$ 2,993.00
Dog Licenses Surcharge	\$ 50.00	\$ 76.00	\$ 1,077.00	\$ 2,761.00
Marriage License Surcharge	\$ 114.00	\$ 228.00	\$ 2,660.00	\$ 1,976.00
<b>Grand Total</b>	<b>\$ 57,053.22</b>	<b>\$74,143.41</b>	<b>\$621,857.46</b>	<b>\$587,496.69</b>

## REGISTRARS

- The mandated annual canvass was mailed. Over 1,300 notices of change of residence were mailed out.
- Thirty-seven new voter registration applications were received and processed.
- All newly proposed legislation has passed through the GAE committee and sent to the House of the Representatives and to the floor of the Senate.
- Newington hosted the spring meeting of the Hartford County Registrar of Voters Association.

## POLICE DEPARTMENT

- Polygraphs were conducted in the Certified Police Officer hiring process in March. Background investigations were also conducted in March.
- Request for reimbursement for five Tasers was submitted in March for \$4,000 under the Local Law Enforcement Block Grant.
- Reimbursement for previous vest purchases in the amount of \$5,082.07 was received from the Department of Justice. A request for grant approval from the Department of Justice in the amount of \$5,155 has been submitted for future vest purchases. This grant would reimburse the Town 50% for the costs of approved vests.
- A new grant application for the Memorial Day/Fourth of July DUI Enforcement was received for July 4<sup>th</sup>. If approved, 75% of the costs incurred for this enforcement will be reimbursed from the State of Connecticut.

- Officers responded to a local apartment complex on a report of a person threatening to commit suicide with a firearm. The Department's Emergency Response Team was activated. After more than two hours of negotiations, the person exited the apartment. Subsequent search of the apartment resulted in the seizure of numerous firearms and ammunition. The individual was sent to an area hospital for a psychological evaluation.
- During the month of March, patrol officers investigated numerous burglary complaints. The majority of these complaints were in apartment or condominium complexes. Evidence recovered from some of the scenes indicates that the same suspect may be involved in these incidents.
- Fifty-two offenses were the subject of investigation by Detective Division personnel in March.

## **FIRE DEPARTMENT**

The Fire Department responded to 54 alarms/emergencies as follows:

	<u>March 2005</u>	<u>9 months Cumulative</u>
Residential	17	175
Commercial, Industrial, Office	17	119
Hospital, School	5	33
Vehicle	0	19
Rescue, Police Assistance	2	21
Dumpster, Rubbish	2	8
Grass, Brush, Leaves	1	10
Hazardous Materials/Clean up	1	36
Investigative Alarm	2	48
False Alarm	0	0
Mutual Aid/Standby	1	6
Carbon Monoxide Investigation	6	54
Total	54	529

### Response by Companies through 9 months:

<u>Company #1 (Main Street)</u>	<u>Company #2 (Richard Street)</u>	<u>Company #3 (West Hill Road)</u>	<u>Company #4 (Dix Avenue)</u>
453	357	283	232

### Manpower/Response Breakdown\*

	<u>Weekdays 8 a.m.-4:00 p.m.</u>			<u>All Other Times</u>		
	<u>Alarms Answered</u>	<u>Members Responding</u>	<u>Alarms Average</u>	<u>Alarms Answered</u>	<u>Members Responding</u>	<u>Alarms Average</u>
Co. #1	9	52	6	32	391	12
Co. #2	13	53	4	23	162	7
Co. #3	7	22	3	17	79	5
Co. #4	3	5	2	17	80	5

\*Average is to the nearest whole number.

## Training Summary:

Deputy Chief Tom Lapierre reported 263 hours of training were provided to department members.

Officer Training	Pre-Plan/Price Chopper	45 members	45 hours
Department Training	New Scott 4.5 Air Paks	12 members	24 hours
Multi-Company Training	Safety, Hydraulics & PPE	57 members	114 hours
Other Training	Hazardous Materials Operating Practices	1 member	80 hours

## **FIRE MARSHAL**

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

Inspections	32
Inspection Follow-Ups	80
Plan Review	8
Job Site Inspections	10
Underground Tank Removal	1
Fire Investigations	0
Fire Alarm Trouble	3
Complaints	1
Haz/Mat	1
Bomb Threats	0
Blasting	2

- The Fire Marshal's staff attended the Annual Connecticut Fire Marshal's Association Conference at the University of New Haven. Topics included: Managing Major Construction Projects, Post Bomb Scene Investigation, Fire Safety Education grades K through 8, Fire Finding Material Testing, Vehicle Fire Investigations, and NFPA 921 Fire Investigations.
- Blasting permits were issued for the Balf/Tilcon plant on Hartford Avenue and the first blast of the season was conducted during the month of March.

## **PUBLIC WORKS/FACILITIES MANAGEMENT**

- ConnDOT has approved the Town's request for a one year delay on the Garfield Street Bridge Replacement Project because of the construction of the Police Department. Although the construction phase will be delayed, the design phase will continue until completed.
- A meeting was held between Engineering staff and the consultant for the drainage improvements in the Reservoir Road area to discuss details of the proposed improvements.
- The Engineering staff met with the consultant preparing the contract documents for the Maple Hill Avenue and Church Street road reconstruction project. Final comments are being addressed in preparation for bidding this summer. A request for qualifications for construction inspection has been advertised in preparation for the construction phase.
- Public Works staff met with the ConnDOT drainage engineer to discuss localized storm water problems along State roads in Town.
- The Public Works Director and the Town Planner met with the engineer selected for the Newington Center Improvements Phase II. The meeting centered on the scope of the project, concepts, schedules and budgets.

## **Highway Department**

- Highway crews assisted NVFD Company 2 by installing a silt fence prior to building construction and painting the day room.

- Highway personnel assisted the Traffic Division with signs and markings.
- Assistance was given to Parks and Grounds by providing tree removal and trimming services.
- Highway Department dump trucks were given a fresh coat of paint.
- Sand and salt were mixed for storm preparedness; sand was removed from the Garfield Street location and brought to the Highway Department.
- Mailboxes were repaired as warranted.
- Several storm water basins were repaired throughout town.
- Firehouses were swept of winter sand as the annual Street Sweeping Program was started.
- Crews continued with removal of broken curbing and pothole repairs.
- Landfill product recycling and organization continued during the month.
- Significant snow conditions required plowing and sanding on four occasions in March, totaling 13" of snowfall.
- During the month of March mechanics efforts were concentrated on new police car setups, Fire Department spring services, road construction equipment maintenance, and preparedness of Parks & Grounds mowers and trailers. Staff also took delivery of and setup two new Dial-A-Ride buses and continued with scheduled and emergency fleet maintenance.

## **TOWN PLANNER**

- 711 Willard Avenue (Kellogg house) –TPZ approved a zone map amendment, special exception, and site plan for expansion and reuse of the house for nine apartment units. Historical architectural façade required consistent with recommendations of the Newington Historical Society. A proposed new single family home on an adjacent lot must be a colonial design compatible with the restored Kellogg house.
- 580 Church Street (Three Angels Church) - special exception and site plan for 13,000 sq. ft. building approved. Site development modifications require fence screening along residential boundary, no driveway access onto Church Street, and detention basin to control storm water on-site.
- Small Cities Projects – The Department of Economic and Community Development completed audits for both the Senior and Disabled Center renovations project and Town Center Planning Study. Audit findings determined both grants were in full compliance with Small Cities requirements and project close out was approved.
- Fenn Road Woodlands Condominium Project - Revised development plans were filed for Pulte Homes of New England as new project developer. Site construction work is expected to begin mid-April pending posting of bonding.
- Town Center Façade Improvement Project - A contract with G. Donovan Associates was signed on March 31. The contractor has begun to prepare shop drawings for architect's approval prior to fabrication. This work includes storefront doorway and window glass components. The contractor anticipates starting construction work in early June with a completion date of August 15<sup>th</sup>.
- Phase II Streetscape Improvements – Requests for qualifications (RFQ) were received March 8 for Project Engineer. Eight firms submitted proposals. After review, the Maguire Group has been recommended to provide preliminary design, construction bid documents and construction management services. The preliminary schedule is to bid the project in mid June, award the contract in July and start construction the first week of August.

## **BUILDING DEPARTMENT**

- Four permits were issued for single family residences in Newington in March (79 Moreland Avenue, 43 Vivian Street, 30 Dacosta Drive, and 31 Dacosta Drive).
- A Certificate of Occupancy was granted to Price Chopper with a grand opening on March 13, 2005.
- Panera Bread, 3120 Berlin Turnpike, received a Certificate of Occupancy on March 22, 2005.
- Permits issued for the Town of Newington were:
  - ✓ Newington High School – weight room renovations – Phase I;
  - ✓ Firehouse No. 2 – renovations to existing two bay fire house and new addition consisting of two new apparatus rooms and storage/administration rooms;
  - ✓ Newington Library – replace ballasts & lamps throughout library;

- ✓ Senior and Disabled Center – wire three office spaces including new light fixtures; and
- ✓ Newington Town Hall – 100A, 208V 1Ø circuit for UPS system.
- 4 Certificates of Occupancy were issued in March, one for a single family residences (41 Strawberry Lane), three commercial (CBS Bloom, 50 Rockwell Road; Price Chopper, 2985 Berlin Turnpike; and Panera Bread, 3120 Berlin Turnpike).

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

S. J. Lattarulo	Zoning Technicalities – March 10, 2005 Legal Aspects of the Enforcement Process & Exam II – March 24, 2005 Residential Exhaust, Ventilation and Duct System Code Requirements–March 30, 2005
A. W. Hanke	Electrical Examination as an Investigative Tool – March 10, 2005 Residential Exhaust, Ventilation and Duct System Code Requirements–March 30, 2005 National Electrical Code – March 9, 2005 Concrete Specifications and Testing – March 24, 2005
J. Sinsigalli	Residential Exhaust, Ventilation and Duct System Code Requirements– March 2, National Electrical Code – March 9, 2005
Pete Hobbs	Residential Exhaust, Ventilation and Duct System Code Requirements–March 23, 2005

Building Department Inspectors completed a total of 299 inspections: Above Ceiling (2), CO (6), Code (15), Damp proofing (1), Electrical (64), Final (13), Footings (3), Framing (51), Gas Line (4), Hoods (2), Insulation (2), Mechanical (29), Piers (4), Plumbing (41), Rebars (3), Roofing (3), Rough (33), Siding (1), Sill (3), Walk Thru (18), Woodstove (1).

Building/Renovation Permit Statistics

<u>Type of Permit</u>	<u>No. of Permits</u>	<u>Value of Permits</u>
Addition/Alterations	15	\$2,216,463
Deck	1	1,693
Demolition	1	5,000
Electrical	32	78,413
FSS/Sprinkler	2	95,900
Footing/Foundation	1	34,000
Fuel Tank	1	1,500
Garage/Shed	1	7,000
HVAC	12	54,783
New Commercial	0	0
New Residential	4	133,641
Plumbing	9	59,700
Pool	2	4,700
Roofing/Siding	9	104,415
Sign	6	11,200
Tent	0	0
Trailer	<u>0</u>	<u>0</u>
Total	96	\$2,808,408

Permit Value Comparison for March:

	<u>2005</u>	<u>2004</u>
Value of Permits Issued	\$2,808,408	\$4,870,560
Building Permit Fees Received	\$27,415	\$76,835
Other Income Fees	\$818	\$2,177
Building Permits Issued	96	119

Total Value of Permits and Permit Fees:

2004-2005		2003-2004	
Value	Permit Fee	Value	Permit Fee
\$33,361,754	\$330,730	\$17,418,935	\$284,907

**HEALTH DEPARTMENT**

- Routine inspections for the month consisted solely of food establishments. New Food Service Licenses were issued to Price Chopper (Berlin Turnpike), Panera Bread (Berlin Turnpike) and for an addition to Quick Stop (Willard Avenue). Plan review was made of a proposed Quizno's Restaurant (Main Street).
- Food License renewal applications were received by most food establishment operators prior to their license expiration date of March 31<sup>st</sup>. There are 188 food service operations currently licensed and routinely inspected by the department.
- The regular bimonthly meeting of the Town's Employee Health and Safety Committee on March 24, 2005 was cancelled due to lack of a quorum and has been rescheduled to April 14.
- An inspection of the Highway Department garage/property was made on March 17 as part of the Employee Health and Safety Committee activities.
- On March 3<sup>rd</sup>, Robert Cosgrove, Public Health Coordinator, provided an overview/update of emergency response plans available at the federal, state, regional, and local level to all Town department personnel assigned to the Town's Emergency Operations Center (EOC).
- The Local Emergency Planning Committee's Training Subcommittee is currently working on developing a table-top exercise (for mid-May) for all Town departments with an emergency response role as outlined in the Town's current Emergency Operations Plan (revised to 2002). This exercise will allow those departments to familiarize themselves with the Town's overall strategy for responding to large-scale disasters, as well as to test their respective response plans (Department/Annex) and update those annexes, as needed.
- On March 29, department staff met with various representatives of Town departments and the Education Department to review current strategies for recycling the "state-mandated recyclables," and to implement a more effective collection (recycling) program for "white office paper."
- Greg Mattus, Public Health Inspector, attended a "Foodborne Outbreak Epidemiology Investigation Class."
- A routine food service inspection at the Ninety-Nine Restaurant was taped for the "Newington Daily News Show."
- New complaints for the month numbered 11, none of any major significance.

Statistical Summary

	Monthly Totals	Year to Date	Last Year to Date
Food Establishment Inspections	53	156	140
Food Establishment Reinspections	8	19	13
Other Routine Inspections	1	11	15
New Complaints Received	11	32	27
➤ Complaint investigation made	12	28	27
➤ Notice of Violation issued by Public Health Coordinator	1	3	7
➤ Legal Order issued by Director of Health	0	2	0
➤ Complaint compliance recorded	14	23	16

## **HUMAN SERVICES**

- The annual “Getting Ready for Kindergarten” program was held at the library on March 23 with over 40 parents and 20 children attending. A panel made a presentation and answered questions from parents, many of whom were sending their children to Kindergarten for the first time. The program was sponsored by the Early Childhood Council.
- The Youth-Adult Council held the “Super Hoop-La” annual basketball game on Friday, March 5, at the Mortensen Community Center. Funds raised are used toward scholarships for Newington High School students.
- Positive Youth Development activities included:
  - Completion of the seventh cycle of ROPE (Rite of Passage Experience) for sixth-graders at Martin Kellogg and John Wallace. St. Mary’s School also began their cycle during the month.
  - SCORE after school programs included Lights, Camera, Action; Bake Your Cake; Mad Science; From Sap to Syrup; Rock the House and Slurping Soda.
  - The High School Alternate Program continues to send student mentors for ROPE final challenges.
  - A Human Services booth was staffed for the Newington High School Career Fair.
  - The Summer Youth Adventure brochure will be distributed in early April.
  - Youth Worker Crystal Morawitz hosted two state-wide SWAT team trainings on the Challenge Course.
  - The Youth Leadership Council held the “Battle of the Brains” on March 19.
  - A total of 209 youth participated in youth programs and activities.
- The Youth and Family Counseling Program received 10 new referrals bringing the active caseload to 52 with 11 inactive and 3 closed cases. There were 100 therapy sessions provided and 234 contacts with families and other agencies.
- Director Freidenberg is consulting with a committee of the Interfaith Clergy Association in exploring a project that will enhance volunteerism and partnerships with the faith community.
- Social Casework was provided to 62 active cases with 26 new referrals.
- Food Bank, Clothing Closet and Special Needs Fund requests remained constant or increased.

### March 2005 Statistics

Selected Programs	FY 2004-05 Undp. Total This Month	FY 2004-05 Undp. Total Last Month	FY 2004-05 Cum. Undp. Total YTD	FY 2003-04 Cum. Undp. Total YTD
Youth and Family Counseling	52	66	180	192
Positive Youth Development	209	184	2,459	2,031
Youth Works (Job Bank)	4	1	48	54
Information and Referral	*94	*72	*1,087	1,322
Social Casework Cases Under 55 = 28 Over 55 = 34	*62	*66	*185	282
Food Bank Participants	71	72	770	800
Special Needs	15	4	99	102

*\*Transfer of Social Worker I to Senior and Disabled Center is reflected in reduced statistics for 0405.-*

## **SENIOR AND DISABLED CENTER**

- In preparation for the impending changes to Medicare with the implementation of Medicare Part D (providing prescription drug benefits), Center staff met with Eric Rodko, North Central Area on Aging CHOICES Coordinator, to talk about training and education programs that will be available.
- In recognition of Colorectal Cancer Awareness Month, Valerie Gallo from the American Cancer Society was invited to give a presentation on March 22.

- March is also Nutrition Month and was recognized with a presentation by Jennifer Weyrich, a dietician from Newington Health Care Center.
- A new T'ai Chi program provided by the Parks and Recreation Department began with two workshops which were well attended.
- Local resident Sharon Leonard provided her annual Ukrainian Easter Egg workshop on March 14<sup>th</sup>.
- The last session of the *Writing Your Life*® program was held in March. This program, led by facilitator Mary Lau, was very well received and will be offered again in the future.
- The renovation project for the social service room is progressing with completion anticipated in 3-4 weeks.
- The Center currently has a membership of 3,382 with 30 new members in March.
- Center Director Dianne Stone and Nurse Stacie Zibel were presenters at the American Society on Aging/National Council on Aging Joint Conference. Their presentation, entitled 'Health Year Round,' highlighted the health programs offered at the Center throughout the year in a model that can be replicated by other Centers.
- The demand for social work services increased during the month with older adults with low to moderate incomes needing assistance paying for increasing fuel and utility costs.
- Social Worker Teri Snyder carried a case load of more than 50 clients, including 15 new clients by the second week of March.
- A field representative from the Department of Social Services, Yvette Mickenberg, visited the Center on March 30<sup>th</sup> to review the Project Homeshare program's progress, successes and challenges. Ms. Mickenberg was complimentary of the administration and organization of the program, initiatives undertaken by Coordinator Susie Toczko.
- Greater Hartford Transit District delivered two new Dial-A-Ride vehicles to the Town this month to replace two of the current vehicles.

Dial-A-Ride		Wellness Clinic		Senior Café
Trips	Miles	On-site	Off-site	Meals Served
2,202	4,723	133	191	1,152

<b>Project Homeshare</b>
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	Current Matches	Providers	Seekers	Counseling Calls
Newington	4	6	3	8
Other Comm.	6	31	53	47

## **PARKS AND RECREATION**

### **Administration**

- To help prioritize the renovation work needed for the Mortensen Community Center, an architect's help will be needed. The new front doors were installed and the Arts & Crafts room is receiving a fresh coat of paint. Staff has met with the Town Planner to discuss options for a Small Cities grant application to address the ADA requirements for restroom renovations.
- Preparation for spring sports was begun with Newington Little League, Youth Soccer and Lacrosse. A Sports Council was resurrected, and the first meeting was held with positive support. Superintendent Wendy Rubin also met with NHS Athletic Director Dorothy Franco-Reed to prepare for spring.
- Parks & Recreation Program Staff met with the staff of Human Services, and the brainstorming session produced great ideas and good team spirit. Superintendent Rubin has also begun discussions with Library Director Marion Amodeo and Senior & Disabled Center Director Dianne Stone to determine avenues of collaboration and support.
- Ms. Rubin participated in a NCTV taping for the Community Services team and the March production of the "Talk to the Mayor" program.

- Planning for the upcoming summer programs included a comprehensive review of Aquatics and Playground operations. A full cost benefits analysis, facility site inspections and support of staff training have begun.
- Plans to make Cemetery sales and record keeping operations a contracted service have begun with the development of a Request for Qualifications.
- Recreation Supervisor Kristine Kravontka attended meetings of the CRPA Program and Conference Planning Committee and the American Camping Association tri-state camping conference. Department Intern Kelly Bridges and Director of Summer Playgrounds Emily Bartkoski also attended this conference.

### **Recreation**

- Spring registration was held with a March 18<sup>th</sup> deadline. This spring the department has 79 programs and 815 registrations. Last spring registration finished with 94 programs and 1,157 registrations.
- Offerings for the spring include Pilates in conjunction with Healthtrax Fitness & Wellness, Mom & Me Yoga, T'ai Chi for Kids, T'ai Chi for Seniors, Sketching Nature, Drawing for Seniors, and Kids Yoga.
- The Youth Basketball John May Volunteer Coach's award recipients for the season were Nick Pepe, Mike Lonergan, Jim Barnicle, Kathy Clark, Rick Diamond, John Tsakiris, Paul Theriault, and Anna Dipierro.
- Youth basketball concluded on Saturday, March 19; the 9<sup>th</sup> volunteer coach's luncheon was sponsored by the Richard Hollfelder Family. Mr. Hollfelder was a long time gym supervisor for the department. Eighty coaches and staff attended this social. Over 600 people were in attendance for the games.
- Youth Basketball held its annual playoff and Jamboree during the month of March. Sixty-seven teams from grades 3 – 12 participated in the events.
- Extensive planning for summer programs and the golf tournament is underway.
- Special events held in the Mortensen Community Center include the 7<sup>th</sup> & 8<sup>th</sup> grade dance and the Sadie Hawkins Dance.
- The playground programs registration form was sent to all of the schools on Monday, April 4<sup>th</sup>.

### **Parks, Grounds and Cemeteries**

- Snow removal and ice control was a major activity of Parks and Grounds staff through five storms.
- Grounds personnel continued tree trimming and pruning throughout the month.
- Equipment preparation and changeover continued as time permitted.
- Division members began grass-sweeping activities on Town areas.
- Cemetery cleanup was postponed due to presence of snow throughout the month.
- There were 9 interments in Town cemeteries during March

### **LIBRARY**

- The kick-off event for the *One Book 4 Towns* project was held at the Keeney Center in Wethersfield. Music, food, a photo exhibit, and readings from the book Home Town made for a literary afternoon. Book discussion groups are ongoing in each town, the bus trip to Northampton, MA, is almost filled, and preparations continue for the May 18<sup>th</sup> visit to Newington by the author Tracy Kidder.
- The annual Poetry Slam for teens; the start of the annual Italian Film Festival, cosponsored with Newington UNICO; a program on value-added remodeling given by Library Board member and author Dan Nahorney; and A Taste of France, part of the World Cuisine series, were held during March. Eight programs were held for a combined audience of nearly 250 adults and teens.
- Chinese kite making, Irish music, and preparing for Kindergarten were some of the topics of programs sponsored by the Children's Department. Those, in conjunction with visits by Newington classes, and outreach programs to preschool centers, totaled 60 programs to 1,433 children.
- The 20 museum and attraction passes that are offered for use to Newington residents are now easier than ever to use. A new software package allows for patrons to reserve the passes online from home or the library for up to three months in advance.
- Use of the library's homepage remained steady, with 7,671 hits recorded. 2,066 people used the Internet computers in the library. Almost 10,000 searches were done remotely from homes, schools, or workplaces. Wilson Biographies, a biographical index, and NewsStand, a newspaper index, were two standouts for use by patrons.

- Other statistics for the month remain steady - 38,745 items were circulated, 5,632 reference questions were answered and 1,268 items were processed and added to the collection. Sundays in March were extremely busy. On March 6, over 500 people entered the building, checking out over 1,000 items in a four hour period.
- Topics of note that were researched this month included:
  - ✓ Women's role in the Industrial Revolution.
  - ✓ Anger management for a 4-year-old.
  - ✓ How to properly dispose of a flag.
  - ✓ Recipe for Irish soda bread.
  - ✓ History of farming in Newington.
- The Friends of the Library are anticipating their annual weekend booksale, which will begin on April 29 and continue through May 1. This, their largest fundraiser of the year, will once again be held at the Mortensen Community Center. The Library Board continues to prepare for the Newington Library 5K Challenge, marking the ninth year of this event. It will take place on Sunday, May 22, at 9AM and will begin and end at Mill Pond Falls.
- The Library hosted a breakfast for the area's State Legislators on March 31 to thank them for their continued support. The current State Library budget request was discussed as well.