



Keith Chapman
Town Manager

TOWN OF NEWINGTON

200 GARFIELD STREET
NEWINGTON, CONNECTICUT 06111

MAYOR BETH DELBUONO

NEWINGTON TOWN COUNCIL REGULAR MEETING AGENDA

**Town Council Chamber, Room 103 – Town Hall
200 Garfield Street**

Tuesday, November 22, 2022, 7:00 P.M.

This meeting will be presented as a Zoom Webinar/Hybrid Meeting. Information on how to attend will be posted on the website at <https://www.newingtonct.gov/virtualmeetingschedule>

1. PLEDGE OF ALLEGIANCE
2. ROLL CALL
3. APPROVAL OF AGENDA
4. AWARDS AND PROCLAMATIONS
 - A. Proclamation – Newington Kiwanis Club
5. PRESENTATIONS
 - A. MDC Budget Update
6. PUBLIC PARTICIPATION – IN GENERAL (**Via Zoom Application or Phone**)
(3 MINUTE TIME LIMIT PER SPEAKER ON ITEMS IN GENERAL)
 - A. Public Comments
 - B. Email Correspondence
7. REMARKS BY COUNCILORS ON PUBLIC PARTICIPATION
8. CONSIDERATION OF OLD BUSINESS
 - A. Job Descriptions - Town Planner (A-11) and Groundskeeper Foreperson (LT-19)
9. REFUNDS (**Action Requested**)
 - A. Approval of November 22, 2022 Refunds for an Overpayment of Taxes
10. APPROVAL OF MINUTES
 - A. October 25, 2022 Regular Meeting Minutes
11. NEW BUSINESS
 - A. Amendment to the Adopted Meeting Schedule- Cancellation of the December 27, 2022 Regular Meeting
12. WRITTEN/ORAL COMMUNICATIONS FROM THE TOWN MANAGER
13. COUNCIL LIAISON/COMMITTEE REPORTS
14. PUBLIC PARTICIPATION – IN GENERAL (**Via Zoom Application or Phone**)
(3 MINUTE TIME LIMIT PER SPEAKER ON ITEMS IN GENERAL)
15. REMARKS BY COUNCILORS
16. INFORMATIONAL ITEMS

- A. Lucy Robbins Welles Library Info
- B. Newington Parks & Recreation Info
- C. Senior & Disabled Center Info

17. ADJOURNMENT

PROCLAMATION

WHEREAS, the Kiwanis Club of Newington is a part of Kiwanis International, a worldwide service organization, founded in 1915, and dedicated to serving the children of the world and making one's community and the world a better place in which to live; and

WHEREAS, the Newington Kiwanis Club was established in 1953, to provide local residents an opportunity to work for the betterment of the Town of Newington; and

WHEREAS, Kiwanis Club members have dedicated more than 18 million hours world-wide each year to strengthen communities and support children; and

WHEREAS, the Newington Kiwanis Club is celebrating the 30th birthday of the Newington Kiwanis Flea Market, formerly the "Big K" flea market, to raise funds for scholarships for students and community outreach; and

WHEREAS, the Newington Kiwanis Club has sponsored and supported many activities over the years, including the Friends of the Library, the American Legion, Newington Volunteer Ambulance Corps, Newington Volunteer Fire Department, Newington Community Television Channel 14, the Memorial Day Parade, Newington Human Services, Newington High School Scholarships, the Newington Hunger Action team, as well as other civic and community organizations; and

WHEREAS, the Newington Kiwanis Club supports the Connecticut Children's Medical Center, by promoting Dairy Queen "Kones for Kids"; IHOP "Pancake Day" and Ace Hardware "Miracle Bucket Days", and

WHEREAS, the Newington Kiwanis Club was instrumental in the installation of the monument honoring the Town's veterans, which was relocated to the new Town Hall; and

WHEREAS, the Newington Kiwanis Club has sponsored the Newington High School Key Club since approximately 1971, to assist High School students in performing acts of community service and building leadership skills through project planning, running meetings and holding elected positions in the club, district and international levels; and

WHEREAS, the Newington Kiwanis Club also funds speakers to provide public awareness on many social and civic issues, during their "Kiwanis Hour" show, broadcast on Newington Community Television.

NOW, THEREFORE BE IT PROCLAIMED, THAT, I, Mayor Beth DelBuono, on behalf of the Newington Town Council and the residents of the Town of Newington, hereby congratulate the Newington Kiwanis Club on the celebration of its 70th Anniversary and the 30th birthday of the Newington Kiwanis Flea Market and extend heartfelt appreciation from the entire community for the many worthwhile and charitable enterprises it has undertaken.

Dated in Newington, Connecticut, this 22nd day of November, 2022.

Mayor Beth DelBuono



Keith Chapman
Town Manager

TOWN OF NEWINGTON

200 Garfield Street Newington, Connecticut 06111

OFFICE OF THE TOWN MANAGER

Memorandum

To: Newington Town Council
From: James E. Krupienski, Town Clerk (on behalf of Keith Chapman, Town Manager)
Date: November 17, 2022
Re: Discussion – Metropolitan District Commission (MDC) Budget Update

This presentation has been added to update the Town Council regarding the Metropolitan District Commission (MDC) budget discussions, prior to beginning the 2023-2024 budget cycle. Scott Jellison, CEO and Robert Barron, CFO from the MDC and Commissioners Dominic Pane & Bhupen Patel will be present at the meeting for questions and discussion. A PowerPoint slideshow will be shown during the meeting.



Keith Chapman
Town Manager

TOWN OF NEWINGTON

200 Garfield Street Newington, Connecticut 06111

OFFICE OF THE TOWN MANAGER

To: Newington Town Council

From: Keith Chapman, Town Manager

Date: November 17, 2022

Re: Job Description Updates– Town Planner (A-11) & Groundskeeper Foreperson (LT-19)

The Job description for the Town Planner (A-11) is an update to a previous description that is part of the Administrative Classification & Pay Plan. The Job description, as presented, is updated to describe the role’s current responsibilities and requirements.

The Job description for the Groundskeeper Foreperson position is an update to a previous description that is part of the AFSCME 2930 Union Classification & Pay Plan. The Draft Job Description, as presented, has been approved by the AFSCME 2930 Bargaining Group as of October 21, 2022.

The Town Council was supplied each of the above referenced job descriptions for review during the November 14, 2022 Special meeting.

A Resolution to approve each of the revised Job Descriptions, as presented, has been included as part of this item for your approval.

Attachments:

- Resolution - Job Description - Town Planner (A-11)
- Resolution - Job Description - Groundskeeper Foreperson (LT-19)

AGENDA ITEM: 8.A1
DATE: 11/22/2022
RESOLUTION NO. 2022-

RESOLVED:

The Newington Town Council hereby approves the amendment to the "Classification and Pay Plan" by approving a job description for the Town Planner (A-11) position, as recommended by Keith Chapman, Town Manager, in his capacity as Personnel Director.

MOTION BY: _____

SECONDED BY: _____

VOTE: _____

TOWN OF NEWINGTON

TITLE: Town Planner

GRADE: A-11

DEPARTMENT: Planning Department

COUNCIL DRAFT: November 14, 2022

POSITION DESCRIPTION

Responsible for providing professional planning and administrative services in directing the Town's planning activities. The position reports to the Town Manager and provides general direction to the Assistant Town Planner/Zoning Enforcement Officer and clerical staff.

ESSENTIAL JOB FUNCTIONS

- Plans and coordinates the activities of Town agencies and departments in the areas of planning and development, including comprehensive planning, zoning, economic development, environmental planning, municipal improvement and housing.
- Coordinates the activities of the Town Plan and Zoning Commission and the Zoning Board of Appeals, of various consultants, and of independent developers.
- Prepares agendas and legal notices.
- Provides information, advice and recommendations for the development of Town policies and actions on land use and growth.
- Carries out special projects assigned by Town Manager; prepares grant applications and administers grants.
- Reviews and evaluates State and Federal planning-related upcoming legislation for its potential impact to the Town. Ensures the Town's Land Use agencies and Town Manager are informed about new trends, events or emerging issues of significance.
- Coordinates Town planning activities with various federal and state agencies, other towns, community groups, and other departments of the Town.
- Gathers and analyzes information about population, land use, economic and environmental conditions, physical features and other information about the Town.
- Administers the zoning and subdivision ordinances; reviews proposed zoning changes and subdivision plans; prepares recommendations; provides technical assistance to the Town Plan and Zoning Commission, Zoning Board of Appeals, Conservation Commission, the Town Manager, and the Town Council.
- Makes recommendations for and drafts amendments to zoning regulations for policy review and action.
- Prepares annual planning budget and administers the approved budget in accordance with Town fiscal policies.
- Provides direction for staff, and directs personnel -related activities including staffing, work activities, performance management and employee selection.
- Encourages the development of staff through formal and informal training, coaching, mentorship, and positive leadership modeling; implements, supports and monitors related programs. Establishes and ensures high, professional standards of performance levels by staff, including internal/external customer service and respectful, responsive, efficient and defective performance levels by staff throughout the department.
- Ensures a respectful and safe work environment for all by fostering a culture of mutual respect, accountability for ethical behavior and positive leadership, and alignment of policies, procedures and training with such values.

ADDITIONAL JOB FUNCTIONS

- Performs other related work as required.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Considerable knowledge of the principles, practices and techniques of public policy and community planning.
- Considerable knowledge of the principles, practices and techniques of planning administration.
- Considerable knowledge of planning law, zoning administration, subdivision regulation, and planning graphics and mapping.
- Some skill in landscape and site planning.
- Ability to communicate effectively, orally and in writing. Ability to communicate by diverse modes of communication (i.e. in person v. virtual).

- Ability to establish and maintain effective working relationships with Town officials, governmental agencies, and the general public.

REQUIRED PHYSICAL AND MENTAL EFFORT AND ENVIRONMENTAL CONDITIONS

(The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

- Ability to sit/ stand/ remain continuously for prolonged periods of time.
- Ability to perform gross body coordination and perform tasks that require hand-eye coordination.
- Ability to see objects closely as in reading a map.
- Ability to hear normal sounds with some background noise and to communicate effectively.
- Ability to concentrate on fine detail with constant interruption.
- Ability to attend to task/ function for more than 60 minutes at a time.
- Ability to remember multiple tasks/ assignments given to self and others over long periods of time.
- Ability to work in office setting subject to continuous interruptions and background noises.
- Exposure to video display terminals on a daily basis.
- Ability to work under stress from demanding deadlines and changing priorities and conditions.
- Ability to file letters, correspondence, reports, etc. in file cabinet drawers ranging from 1' to 7' from the floor.
- Ability to move throughout Town Hall and other Town buildings and sites.
- Ability to work in variable weather conditions including heat, cold rain or snow for long periods of time.
- Ability to access and reach difficult places and varied terrain for inspection purposes.
- Ability to carry reports and office equipment weighing up to 25 pounds.
- Ability to get into and out of automobile.
- Ability to physically inspect construction activities.
- Ability to walk distances on terrain under construction or undeveloped.
- Ability to work independently with minimum supervision.
- Ability to attend and participate in numerous, extended night meetings during the year.

REQUIRED MINIMUM QUALIFICATIONS

- A Master's degree from a recognized college or university in planning or a related field plus five years of experience in city planning; OR, a Bachelor's degree in planning or a related field plus seven years of experience in city planning; OR, any combination of training and experience which provides a demonstrated ability to perform the duties of the position.

LICENSE OR CERTIFICATE:

Must possess:

- A valid Connecticut Motor Vehicle Operator's License or ability to obtain one.
- Membership in AICP preferred.

Note: The above description is illustrative of tasks and responsibilities. It is not meant to be all-inclusive of every task or responsibility.

I understand that nothing in this position description restricts the Town's right to assign or reassign duties and responsibilities to this job at any time. I also understand that this position description reflects the Town Administration's assignment of essential functions; it does not prescribe nor restrict the tasks that may be assigned. I further understand that this position description may be subject to change at any time due to reasonable accommodation or other reasons.

I have reviewed this document and discussed its contents with my supervisor and I fully understand the nature and purpose of this position description and its related duties.

Employee

Date

Supervisor

Date

AGENDA ITEM: 8.A2
DATE: 11/22/2022
RESOLUTION NO. 2022-

RESOLVED:

The Newington Town Council hereby approves the amendment to the "Classification and Pay Plan" by approving a job description for the Groundskeeper Foreperson (LT-19) position, as recommended by Keith Chapman, Town Manager, in his capacity as Personnel Director.

MOTION BY: _____

SECONDED BY: _____

VOTE: _____

TOWN OF NEWINGTON

TITLE: Groundskeeper Foreperson

GRADE: LT-19

DEPARTMENT: Parks and Recreation

COUNCIL ADOPTED: November 22, 2022

AFSCME APPROVED: October 21, 2022

POSITION DESCRIPTION

Under the general supervision of the Parks and Recreation Superintendent and the Parks, Grounds, and Cemeteries Supervisor, serves as a supervisor for crews engaged in the construction, installation, repair and maintenance of Town parks and cemeteries, recreational areas/facilities, and public grounds. May work independently on certain groundskeeping tasks. In conjunction with supervisor, plans short-term and long-term work objectives.

ESSENTIAL JOB FUNCTIONS

- Schedules, assigns, evaluates, and supervises work crews. Assists in professional development planning.
- Fills out forms and reports on completed work assignments (including material usage) and completes employee time records. Assists in estimating operations costs and timetables.
- Writes reports pertaining to complaint investigations.
- Trains and counsels employees. Administers union contract language and informs Superintendent of employees' job performance.
- Assists the department the following duties: compliance with work rules, operating policies, equalization of overtime, performance standards and other controls necessary to achieve objectives and assures safe work practices.
- Assists the Parks and Cemetery Supervisor for day-to-day cemetery operations such as grave sales, locating, digging, deed filing, record keeping, computer data input, and all applicable paperwork/computer work.
- Coordinates activities on a short-term and long-term basis to assure necessary personnel, materials and equipment for projects and objectives.
- May respond to emergencies and call-ins as required; coordinates and monitors work of staff in assigned areas to affect repairs and ensure the safety of the community.
- Follows standard safety procedures and regulations; monitors crew compliance.
- Meets and/or exceeds customer expectations with an unparalleled commitment to excellent customer service and positively promoting and enhancing the services and programs offered by the Town.
- Ability to follow and promote the mission statement of the department.

ADDITIONAL JOB FUNCTIONS

- Performs other related tasks and duties as required or directed.
- May assist in employee selection.
- Ability to do all work in lower classifications.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Commitment to excellence in customer service.
- Thorough knowledge of the tools, equipment, materials, methods, policies and practices used in the general maintenance, installation, repair and improvement of park system and government grounds.
- Thorough knowledge of pool mechanical systems, tree work, ball field maintenance, turf grass management, synthetic turf maintenance, playground equipment, snow removal, leaf collection, irrigation, and cemetery operations.
- Thorough knowledge of comprehensive Parks and Grounds operations including, but not limited to, turf maintenance, herbicide application, athletic field preparation, pruning and beautification through planning and the placement of flowers, shrubs, and landscape materials.
- Thorough knowledge of work zone safety, competent person requirements, and occupational hazards.
- Considerable knowledge of the principles and practices of employee supervision; including work planning and assignments.
- Performs training and review on safety issues ensuring staff are following safe working practices and standard operating procedures.
- Basic knowledge of computer applications related to project inventory control and the sending and receiving of electronic mail including Microsoft Office, RecTrac, and MainTrac.

- Knowledge of Parks and Recreation principles and best practices as applied to work unit reporting and routine procedures with an emphasis on leadership.
- Ability to communicate orally and answer public inquiries regarding Parks and Recreation projects.
- Ability to administer policies, procedures, and routinely make sound decisions; writing ability.
- Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagrammatic form.
- Ability to meet and deal tactfully and effectively and maintain harmonious relationships with other employees, department officials and the public.

REQUIRED PHYSICAL AND MENTAL EFFORT AND ENVIRONMENTAL CONDITIONS

- Sufficient stamina and strength to be exposed to the discomforts of working out of doors year-round (including but not limited to heat, cold, rain or snow).
- Ability to work with concrete and chemicals such as salt or other deicers, herbicides, and pesticides.
- Ability to get into and out of and/or on and off all Parks and Recreation equipment and vehicles.
- Ability to work in confined or close quarters including pipes, tunnels, pools, and other structures for extended periods of time.
- Ability to withstand dust, pollen, and minor insect annoyances.
- Ability to be available for call-ins and overtime for winter storm operations.
- Ability to push/pull/lift objects generally weighing fifty (50) pounds or more.
- Sufficient stamina and good health to perform strenuous physical labor.
- Ability to be mobile, sit, stand, and walk for extended periods of time.
- Ability to perform gross and fine motor skills.
- Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus.
- Ability to hear normal sounds with some background noise and to communicate effectively.
- Ability to concentrate on fine detail with some interruption.
- Ability to read and understand warning decals, labels, and navigate through maps.
- Ability to attend to task/function for more than 60 minutes at a time.
- Ability to understand and relate to specific ideas, generally several at a time, and understand and relate to theories behind related concepts.
- Ability to remember multiple tasks/assignments given to self and others over extended periods of time.

REQUIRED MINIMUM QUALIFICATIONS

- High school diploma; and
- Four (4) or more years of experience of progressively responsible supervisory experience in the maintenance of parks, public grounds, and cemeteries.

LICENSE OR CERTIFICATE: A valid class “B” Connecticut Commercial Driver’s License and State of Connecticut Pesticide Supervisory License required.

Note: The above description is illustrative of tasks and responsibilities. It is not meant to be all-inclusive of every task or responsibility.

I understand that nothing in this position description restricts the Town’s right to assign or reassign duties and responsibilities to this job at any time. I also understand that this position description reflects the Town Administration’s assignment of essential functions; it does not prescribe nor restrict the tasks that may be assigned. I further understand that this position description may be subject to change at any time due to reasonable accommodation or other reasons.

I have reviewed this document and discussed its contents with my supervisor and I fully understand the nature and purpose of this position description and its related duties.

Employee

Date

Supervisor

Date

AGENDA ITEM: 9.A

DATE: 11/22/2022

RESOLUTION NO. 2022-

RESOLVED:

That property tax refunds in the amount of \$ 3,769.39 are hereby approved in the individual amounts and for those named on the "Requests for Refund of an Overpayment of Taxes," certified by the Revenue Collector, a list of which is attached to this resolution.

MOTION BY: _____

SECONDED BY: _____

VOTE: _____

TAX REFUNDS – November 22, 2022

Birch Hill Landscape and Design LLC 700 North Mountain Rd Newington, CT 06111	\$ 436.75
Deguzman, Joseemmanuel 9219 Enchanted Grove Las Vegas, NV 89149	\$ 77.84
Grocki, Andrew 39 Rockledge Dr Newington, CT 06111	\$ 52.98
Honda Lease Trust Po Box 1027 Alpharetta, GA 30009-1027	\$ 630.05
Honda Lease Trust PO Box 1027 Alpharetta, GA 30009-1027	\$ 812.02
JP Morgan Chase Chase Auto Finance Po Box 901098 Fort Worth, TX 76101-2098	\$ 531.04
Mercedes Benz Financial Services Lease Tax Support Team 14372 Heritage Parkway Fort Worth, TX 76177	\$ 892.39
Nissan Infiniti – LT Tax Operations PO Box 650214 Dallas, TX 75265-0214	\$ 328.91
Tofil, Stanley 809 Cypress Rd Newington, CT 06111	\$ 7.41
TOTAL	\$3,769.39



Keith Chapman
Town Manager

TOWN OF NEWINGTON

200 Garfield Street Newington, Connecticut 06111

Office of the Town Manager

Memorandum

To: Newington Town Council
From: James E. Krupienski, Town Clerk (on behalf of Keith Chapman, Town Manager)
Date: November 16, 2022
Re: Amendment to the Adopted Meeting Schedule - Cancellation of the December 27, 2022 Regular Meeting

During the Leadership Agenda setting meeting, there was discussion to cancel the Regular meeting of December 27, 2022. This current discussion would only be general in nature and based upon any upcoming business of the Town Council of a pressing nature. Should the Town Council choose to cancel the meeting and a need arose, a Special meeting may be scheduled in the event of an emergency or other issue.

A draft Resolution has been included as reference only.

Attachment:

- Draft Resolution – Cancellation of the December 27, 2022 Regular Meeting

AGENDA ITEM: _____

DATE: 12/13/2022

RESOLUTION NO. 2022-

RESOLVED:

The Newington Town Council hereby amends the adopted 2022 Annual Meeting Schedule and approves the cancellation of the December 27, 2022 Town Council Regular Meeting.

DRAFT

MOTION BY: _____

SECONDED BY: _____

VOTE: _____

Lucy Robbins Wells Library Info

Library Hours for Thanksgiving week

Wednesday, November 23 – 10:00 am – 5:00 pm

Thursday, November 24- closed for Thanksgiving

Friday, November 25 – 10:00 am – 5:00 pm

Saturday, November 26 – 10:00 am – 5:00 pm

Sunday, November 27 – 1:00 pm – 4:00 pm

The Friends of the Library are gearing up for their 2023 Winterfest that will be held on Friday, January 20, 2023 – 6:30 pm – 9:00 pm (Snow date of January 27). Tickets are \$20.00 and can be purchased at the library. Must be 21 years old to attend. The evening includes wine, beer and spirits tasting, light refreshments, teacup & silent auctions, and musical entertainment provided by Dually Noted. Buy your tickets early – this event sold out the last time it was held!

Newington Parks and Recreation cordially invites you to the Night of Lights

Saturday, December 3rd at 5:00 p.m.
Town Center - Main Street

Free sleigh rides (sponsored by Sequin Level Lodge #140), free train rides (sponsored by Sequin Level Lodge #140), a fire truck parade, refreshments, entertainment, free hot cocoa (sponsored by Church of Christ Congregational), an official welcome from our Mayor, carol sing by JWMS, MKMS, NHS choirs and our very own Creative Playtime Preschool students, a DJ (sponsored by Baby Bee's Play and Learn Center), a video game trailer (sponsored by MOOYAH and US Playground Surfacing), Big Daddy's Racing Track (sponsored by Tony Palermino), clowns and entertainers (sponsored by The Flash Lady Photography), a bonfire with s'mores (sponsored by WhipLash & Spa), tree lighting and of course a visit and photo opportunity with Santa!

This is a FREE community event.

SPONSORS:



In case of inclement weather, please call 860-665-8686.

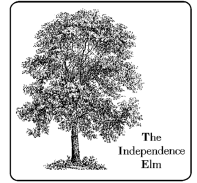


Keith Chapman
Town Manager

TOWN OF NEWINGTON

120 Cedar Street Newington, Connecticut 06111

Senior and Disabled Center



Jaime Trevethan
Director

Memorandum

To: Newington Town Council
From: Jaime Trevethan, Director – Senior & Disabled Center
Date: November 17, 2022
Re: Upcoming Events & Info - SDC

For a full list of the Senior & Disabled Center's programs, activities and services, please see the Connection Newsletter.

Highlights - Upcoming Activities and Events at the Center:

COVID-19 Booster & Vaccine Clinic – Friday, December 2, 9:30 a.m. – 1:00 p.m.

We are again partnering with the Central CT Health District to offer a COVID-19 booster and vaccine clinic at the Senior & Disabled Center. The clinic will take place on Friday, December 2 from 9:30 a.m. through 1:00 p.m. Both the new bivalent COVID booster as well as initial vaccine doses will be offered at this clinic. Both Pfizer and Moderna vaccines are available. Boosters are available to anyone who has had a previous booster or the second dose of the initial vaccine more than two months ago.

Walk-ins are welcome at this clinic. We will also offer a limited number of appointments upon request. To make an appointment, please call the main office at 860-665-8778. The clinic is open to anyone age 18+, so feel free to pass this info along to your friends or family who may be interested.

Dial a Ride is available to members upon request. To utilize dial a ride for this clinic, please call no later than 3:00 p.m. on Thursday, December 1 to schedule your ride. Please don't hesitate to contact us if you need any arrangements or accommodations to receive your vaccine.

Vaccines and boosters are free of charge. Please bring your ID, insurance info and previous COVID vaccine records with you to the clinic. Please contact us at 860-665-8778 with any questions regarding the clinic schedule. If you have any questions or concerns about receiving the vaccine, please contact your healthcare provider.

cc. James Krupinski. Town Clerk

Phone: (860) 665-8778 Fax: (860) 667-5835
srcenter@newingtonct.gov
www.newingtonct.gov

First in State of Connecticut
Fully Accredited by the National Institute of Senior Centers