



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: May 13, 2005
Re: Monthly Report – April 2005

GENERAL ADMINISTRATION

During the month of April, the primary focus of the Office of the Town Manager was (a) concluding the final stages of the annual budget process which culminated with the April 12, 2005 adoption by the Town Council, and (b) taking the steps necessary to complete the drafting process for preservation and conservation easements associated with the Eddy Farm for approval by the Town Council on April 26, 2005.

Other items of interest during the month included:

- Meetings with the Consultant retained for purposes of pursuing the redevelopment of the National Welding site. It is anticipated that the Town will receive notification regarding its grant application for Phase II funding sometime in early May;
- Meeting with representatives of the Trust for Public Land and Lucy Eddy Fox for purposes of discussing preservation and conservation easements;
- Participating in numerous internal meetings to rectify the underground fuel storage tank issues at the Highway Garage;
- Continuing the strategic planning process with the assistance of Department Heads and a consultant;
- In conjunction with staff from the Office of the Town Manager, Police Department and Zoning Enforcement, continuing the town-wide inventory of inoperable and unregistered motor vehicles;
- Participating in interviews of certified and non-certified candidates for the position of Police Officer in the Newington Police Department;
- Conducting hearings and meetings related to various personnel matters;
- In conjunction with the Town Attorney, Public Works Director and Highway Superintendent, conducting various meetings to discuss the status of the Sunrise Estate subdivision;
- Attending the April 20, 2005 Volunteer Recognition Dinner sponsored by the Human Services Department;
- Participating in several meetings with the Town Managers of Wethersfield and Rocky Hill as a part of the Mid State Collaborative;
- In cooperation with the Fire Marshal and Building Official, visiting with representatives of Keeney Manufacturing to discuss their space needs;

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- In conjunction with Mayor McBride, Economic Development Director Jack Burke and Town Planner Ed Meehan, visiting with representatives of Data Mail to discuss their space needs; and
- Attending and participating in the April 27, 2005 meeting of the Town Council's Revaluation Education Working Group.

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

HIGHWAY DEPARTMENT	Overtime Hours	Cost
Vehicles and Equipment	28.00	\$ 1,125.55
Weekend Stand-by and Call-in	20.00	680.72
Road Maintenance (sweeping, Mill Pond)	131.00	4,288.65
Landfill	<u>9.50</u>	<u>298.49</u>
Total	188.50	\$ 6,393.41
PARKS AND GROUNDS DIVISION		
Weekend Duty	20.00	\$ 728.60
Cemetery	10.00	316.95
Field Painting	24.00	874.32
Total	54.00	\$ 1,919.87
POLICE DEPARTMENT		
	2004-05 Budget	Overtime Expended
	Overtime Appr.*	Fiscal Year to Date
Patrol	\$ 715,266	\$ 651,111.35
Investigation	54,876	59,485.27
Communication	118,792	119,492.60
Education/Training	46,729	44,050.70
Support Services	31,048	17,236.93
School Resources Officer Grant	3,228	2,046.52
Animal Control	<u>15,597</u>	<u>7,147.26</u>
Total	\$ 985,536	900,570.63

*Includes mid-year transfers

PERSONNEL

- The Groundskeeper I position was advertised to the public with a closing date of April 22.
- Two certified Police Officers, Jeffrey Wagner and Timothy Cunningham, were hired during the month.
- A conditional offer was extended to Christopher Korzinski who is anticipated to begin his recruit status on May 6.

RISK MANAGEMENT

The ninth 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 March 2005 came in at \$535,225.

INFORMATION SYSTEMS AND TECHNOLOGY

- Completed 148 work orders.
- Blocked over 18,500 SPAM/ unsolicited emails.
- Paul G. Boutot, Director of Information Systems and Technology, along with Police Chief Richard Mulhall, met with SBC on April 26, 2005 to discuss the installation of data cabling and telephone wiring for the new Police building project.

- Mr. Boutot, along with Detective Michael Morgan, Newington Police Department, gave a presentation on Internet Safety to a local Girl Scout and Boy Scout Troop on April 13, 2005.
- IST staff worked with Tyler-CLT technical staff on the implementation of additional features and functionality with the Assessor's Computer Aided Mass Appraisal system.
- IST staff worked with Quality Data Services technical staff to correct some outstanding issues with their software applications used by the Town's Revenue Collector and Assessor.
- Roy Zartarian, Information Systems Specialist, prepared new designs for the Town home page which will add more dynamic elements to the page.
- In March 2005, the Town's web site had almost 19,000 visits. The most popular areas continue to be the Employment section and the Meetings and Community Calendars.
- Updated elderly database with new mill rate for Elderly Tax Credit Program.
- Installed new I-Quest 2003 International Codes software application for Building Department staff.
- Scott Hoagland, Information Systems Specialist, installed a new card reader application for the Newington Volunteer Fire Department.

FINANCE

Accounting and Administration

- The 2005-06 budget was adopted during the month.
- The Town's accounting system was updated with the new budget.
- Work commenced on the Town's 2005 bond financing for the Police Renovation and Expansion in the amount of \$3.7 million. This will be the final series for this project as well as Town bond authorizations. The bond sale is tentatively scheduled for June 16.
- Cross-training by Finance staff of the Town's payroll process was completed.
- The Town received the final ECS payment in the amount of \$4,973,967 from the State of Connecticut and the Telecommunications Grant of \$220,617.

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)
4/30/05

General Fund	\$34,245,052
Special Revenue Funds	1,551,150
Capital Projects Funds	3,281,778
Internal Service Fund	3,730,182
Trust and Agency Funds	<u>1,264,605</u>
TOTAL, ESTIMATED BY FUND	\$44,072,777

INVESTMENTS, BY INSTITUTION TYPE

(Unaudited)
4/30/05

	Interest %		Interest \$		\$ Invested
Ave. Monthly Yield, Annualized	Current Month	Last Month	Current Month	Last Month	
STIF	2.87	2.83	48,117	68,286	20,278,734
CLASS PLUS	2.29	2.09	22,003	24,375	10,692,416
Sovereign Bank MM	3.66	3.28	24,347	22,460	8,093,435
Banknorth MM	3.40	-	8,192	-	<u>5,008,192</u>
Total Outstanding Investments					\$44,072,777

Assessor

- The 2005 town-wide real estate revaluation continued with the review of residential properties that sold within the past three years.
- Income and expense forms were sent out to 600 commercial property owners and are due back by June 1.
- The conversion of the Orion mass appraisal system continued throughout the month.
- Real estate transactions were read up to March 1. The Assessor's office maintained dual entry in two computer systems due to the non-acceptance of the Orion software. Transfers were entered into both systems as of February 1, 2005.
- Applications for elderly benefits were taken and will continue into May.

Revenue Collector

- The Revenue Collector's office continued collection efforts during April. Notices of intent to file liens were mailed to 283 real estate accounts.
- Training on the new Quality Data software continued. Problem areas are being identified.
- Notices were mailed for unpaid parking violations that were issued during the month of March.
- The quarterly report of collections was filed with the U.S. Bureau of Census.
- In preparation for the 2004 Grand List billing, requests for lists of escrow accounts were mailed to banks and tax service agencies. Real Estate accounts are in the process of being coded with escrow designations and will take several weeks to complete.
- The office collected \$255,921.54 in 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.

<u>Bidder</u>	<u>Bid</u>
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

<u>Bidder</u>	<u>Bid</u>
Marcus Communications, Manchester	\$11,719.42

The bid was awarded to Marcus Communications.

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

Opening Date: April 5, 2005

Bidder	Bid
Bearcom, Bloomfield, CT	\$13,965.00

The bid is under review.

RFP NO. 3, 2004-05, CONSTRUCTION INSPECTION AND CONTRACT ADMINISTRATION

Opening Date: April 22, 2005

Respondents

GM2, Glastonbury
 Maguire Group, New Britain
 Anchor Engineering Services, Inc., Glastonbury
 A-N Consulting Engineers, Inc., Berlin

The proposals are under review.

TOWN CLERK

- Land-recorded documents for April totaled 586 - a 23% decrease from last April.
- There were 54 property transfers for the month; \$127,708.50 was collected for state conveyance tax and \$45,342.00 was levied for town conveyance tax.
- April property sales totaled \$18,136,800. The largest property transfer was at 25 Holly Drive from Holly Drive LLC to GR I Newington LLC which sold for \$7,100,000.
- Tanya Lane, Town Clerk, attended the Annual Spring Conference held April 14 and 15, sponsored by the Secretary of the State. Staff from the Secretary of the State's office discussed election enforcement, absentee ballot basics, an overview of the nomination and primary processes and minority representation
- April 16th marked the beginning of the 2005 fishing season. 564 sports licenses were sold - 426 of those were fishing licenses. A total of \$11,600.25 was collected; \$457.25 was retained by the town and the balance was forwarded to the State of Connecticut Department of Environment Protection.

Data Summary - April 2005

	<u>April 2005</u>	<u>April 2004</u>	<u>FY 2004/05 to Date</u>	<u>FY 2003/04 to Date</u>
Land Record Documents	586	764	6,416	9,701
Dog Licenses Sold	23	14	477	756
Game Licenses Sold	564	764	2,278	1,839
Vital Statistics				
Marriage Licenses	10	6	150	170
Death Certificates	28	23	378	361
Birth Certificates	31	7	206	225
Total General Fund Revenue	\$65,249.40	\$47,826.13	\$643,382.36	\$577,906.82
Town Document Preservation	\$ 601.00	\$ 745.00	\$ 5,916.00	\$ 8,544.00
State Document Preservation	\$ 1,202.00	\$ 1,490.00	\$ 11,832.00	\$ 16,212.00
State Game Licenses	\$11,143.00	\$15,481.00	\$ 32,196.50	\$ 42,646.00
State Dog Licenses	\$ 197.00	\$ 126.50	\$ 3,186.00	\$ 3,119.50
Dog Licenses Surcharge	\$ 48.00	\$ 36.00	\$ 1,125.00	\$ 2,797.00
Marriage License Surcharge	\$ 190.00	\$ 152.00	\$ 2,850.00	\$ 2,128.00
Grand Total	\$78,630.40	\$65,856.63	\$700,487.86	\$653,353.32

POLICE DEPARTMENT

- Background investigations were conducted on six entry level police officer candidates in March.
- Reimbursement of \$4,000 for five Tasers was received under the Local Law Enforcement Block Grant.
- A new grant application was submitted and approved for the Fourth of July DUI Enforcement in the amount of \$782 for two officers during one shift. Seventy-five percent of the costs incurred for this enforcement will be reimbursement from the State of Connecticut; twenty-five percent will be funded by the Town.
- A grant application in the amount of \$2,000 was submitted to Target Stores for pamphlets/handouts and a presentation projector for Community Service presentations.
- Patrol officers responded to and investigated four commercial burglaries and six residential burglary complaints in April.
- Also in April, a patrol officer stopped a motor vehicle on the Berlin Turnpike for a motor vehicle violation. The officer smelled burned marijuana in the vehicle; upon questioning, the operator fled on foot. When the officer chased the operator on foot, the operator threw marijuana, cocaine and currency into the grass. The operator was captured and placed under arrest for motor vehicle and drug charges.
- Fifty offenses were the subject of investigation by Detective Division personnel in April.
- One case involving three juveniles and/or their families was referred to the Youth Officer in April.

FIRE DEPARTMENT

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

	<u>April 2005</u>	<u>10 Mo. Cum.</u>
Residential	13	188
Commercial, Industrial, Office	7	126
Hospital, School	2	35
Vehicle	4	23
Rescue, Police Assistance	3	24
Dumpster, Rubbish	2	10
Grass, Brush, Leaves	7	17
Hazardous Materials/Clean up	3	39
Investigative Alarm	6	54
False Alarm	0	0
Mutual Aid/Standby	3	9
Carbon Monoxide Investigation	4	58
Total	54	583

Response by Companies through 10 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>
498	385	312	255

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	60	7	36	426	12
Co. #2	8	28	4	20	116	6
Co. #3	10	24	2	19	132	7
Co. #4	6	16	3	17	73	4

*Average is to the nearest whole number.

Significant Incident(s):

- A structure fire on April 10 at 55 Audubon Avenue caused smoke damage with fire contained to the second floor.

FIRE MARSHAL

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

Inspections	15
Inspection Follow-Ups	73
Plan Review	3
Job Site Inspections	13
Underground Tank Removal	0
Fire Investigations	2
Fire Alarm Trouble	3
Complaints	4
Haz/Mat	0
Bomb Threats	0
Blasting	4

- Fire Marshal Schroeder participated in the National TOPOFF III Emergency Management Exercise. The Newington Mobile Command Post (CP-8) was dispatched to New Britain and a Regional Communication Center (RCC) was established to assist in the exercise with coordinating regional resources. Chief Schroeder was directed to the State Emergency Operations Center at the State Armory to establish communications with the RCC and to act as the Capitol Region Emergency Planning Committee (CREPC) liaison. The RCC was set up and operating throughout the two day event.
- Fire Marshal Schroeder attended the Annual FDIC Conference in Indianapolis, Indiana. Conference topics included: Effective Leadership, Reading the Fire Building, Firefighter Recruitment and Retention, Methods for Tracking and Monitoring Firefighters, Responding to Violent Incidents and Fire Ground Strategy and Tactics.

PUBLIC WORKS/FACILITIES MANAGEMENT

- The Garfield Street Bridge Replacement Project continues through the design phase. Staff met with the design engineer and several items were agreed upon relating to type of bridge, traffic control, and permitting.
- Qualification statements were requested and received by consultants for the inspection portion of the Maple Hill Avenue and Church Street reconstruction project. A selection process will be scheduled in anticipation of a summer construction schedule.
- The design engineer for the Maple Hill Avenue and Church Street reconstruction project met with our Engineering staff and is working out the last few comments concerning the organizing of the contract documents.
- Several drainage complaints were received by the Engineering office. Most of the complaints regarded storm water coming from their neighbor's property.
- Engineering staff met with the contractors in a pre-construction meeting for the TGIF and Woodlands development projects.
- The Public Works Director met on several occasions with Premier Development Company and ConnDOT to review the three party agreement for the Sunrise Estates Subdivision.
- Engineering and Planning staffs met with the developer for the former Hartford Drive-In site and discussed the conceptual plans. Many issues were reviewed and follow up meetings will be needed to assist in preparing the plans for submittal to Town boards and commissions for review.
- The Public Works Director chaired an American Public Works Association meeting that centered on the theme of "The Role of Public Works in Iraq and the Homeland." The meeting focused on issues and efforts that are not shown on nightly network television or on the front pages of newspapers.

- An alternative design effort to improve the storm drainage system at the Howard Street/Eddy Lane intersection must be submitted and approved by utilities due to underground utilities.
- The Public Works Director and Highway Superintendent attended a seminar for “Public Works: Preparing For and Responding to a Terrorism/CBRNE Incident.” This seminar dealt with the heavy involvement by Public Works in acts of terrorism and how the Homeland Security Agency has elevated Public Works Departments to first responder status.
- The Public Works Director and the Highway Superintendent participated in a Coffee Talk session at the Senior and Disabled Center. A lively and spirited discussion ensued covering a multitude of subjects.

Highway Department

- All seven school parking lots were swept during spring break. Crews also continued with the sweeping program on all local roads.
- Highway personnel assisted the Parks Division by paving Mill Pond parking lot.
- Crews worked with the Engineering Division by providing test pit excavation as well as surveying assistance for upcoming projects.
- Assistance was provided to the Traffic Division with signage installation.
- The Highway Department hauled stone, sand, etc. for the Parks & Grounds Division.
- Foundation excavation was provided for Newington Little League at the Clem Lemire baseball field.
- Decorative stone was supplied for the Senior and Disabled Center.
- Several storm water basins were repaired throughout town as needed.
- Crews continued with removal of broken curbing as well as pothole repairs.
- Product organization and recycling continued at the landfill during the month.
- Mechanics completed the setup of all new Police vehicles, continued with Parks and Grounds seasonal maintenance, Highway road construction equipment, Fire apparatus spring services along with scheduled and emergency repairs to the Town’s fleet.

Facilities Management

- The project to relamp the Town Hall, Library and the Highway Garage began. This project encompasses removing the old fluorescent lamps and replacing them with brighter energy efficient fluorescent fixtures. This project is being administered by CL&P from the State of Connecticut. Grants of up to 75% of the costs are included in the program. All the work remaining should be completed by June.

TOWN PLANNER

- Small Cities Program - A Request for Proposals for the Community Development Small Cities project consultant was advertised April 8th with a response date of April 22, 2005. One firm, L. Wagner & Associates, submitted a proposal. A Public Hearing for the Small Cities projects was advertised April 25th inviting residents to propose to the Town Council potential community development activities. This hearing is required by Federal Regulations governing the application for Small Cities grants.
- Phase II Streetscape Project - On April 18 the contract with Maguire Group for engineering design and project management services, Phase II Town Center Streetscape, was signed. Land surveying work has been completed and by May 9th a conceptual design plan and preliminary cost estimates will be submitted to the Town Planner.
- Eddy Farm Conservation Easement - On April 7, the Town Planner accompanied me and the Town Attorney on a site walk of the Eddy Farm and subsequent meeting with Lucy Eddy Fox, her attorney and Trust for Public Land (TPL) representatives. This was a successful meeting that resulted in agreement on the draft language for the 54 acre Agricultural Preservation Easement and the Conservation Easement for the 7 acre farmstead parcel.
- Fair Housing Resolution, Fair Housing Policy Statement and Civil Rights Act of 1964 - The Town Council, at its April 26 meeting, reaffirmed the Town of Newington’s endorsement of these public policies which are necessary for many of the state and federal grant programs for which the Town applies.

- Hartford Drive In Development Project - On April 11, the Town Planner and Town Engineer met with Toll Brothers, Inc., the developers of the Hartford Drive In property, and reviewed preliminary plans showing a 74 unit project. Access issues on Prospect Street are being addressed by the construction of a full driveway onto Back Lane. Toll Brothers has been working with Wethersfield's Town Planner and Engineer to locate a driveway which will be sensitive to residential neighbors. Also widening of the Back Lane/Prospect Street intersection is being studied.
- TGI Friday's Restaurant - On April 15, the Town Planner met with the Attorney and developer of the proposed TGI Friday's Restaurant to review project schedule and the proposed new building facades, parking lot, landscaping and new signage. The new owners of Jo Ann's plaza plan to make substantial investment to improve the plaza which was built in the early 1980's.
- Glen Oaks Condominium Board of Directors - On April 6, Fire Marshal Chris Schroeder, Police Sergeant John Johnson and the Town Planner met with the Glen Oaks Condominium Board of Directors and their maintenance company to discuss parking requirements, handicapped parking standards, fire lanes and traffic safety. The condo associations are finding that many households have more than two vehicles and available parking is deficient causing problems on the private roadways that serve this community.

BUILDING DEPARTMENT

- Three permits issued for single family residences in Newington in April (12 Pfister Drive, 26 Dacosta Drive and 1 Dacosta Drive).
- Permits issued for the Town of Newington were for façade improvements (1018 – 1046 Main Street); replace and retrofit lighting throughout Town Hall, add emergency lights to Conference Room 3 and former Health Department and bathroom hallway; wire new addition, install fire protection system for new addition (190 Richard Street – Fire House).
- One Certificate of Occupancy was issued in April for a single family residence (180 Roseleah Avenue).

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

S. J. Lattarulo	Zoning Administration I – April 7, 2005 National Electrical Code – April 13 2005 Residential Electrical Inspection – April 27, 2005 Zoning Administration II – April 28, 2005
A. W. Hanke	National Electrical Code – April 13 2005 Residential Electrical Inspection – April 27, 2005
J. Sinsigalli	National Electrical Code – April 13 2005 Residential Electrical Inspection – April 20, 2005
Pete Hobbs	Residential Electrical Inspection – April 20, 2005

Building Inspectors completed a total of 320 inspections: Above Ceiling (2), CO (4), Code (32), Electrical (82), Final (12), Fire Blocking (3), Footings (18), Foundation (4), Framing (25), Gas Line (5), Gas Pumps (1), Gas Tanks (1), Hoods (3), Insulation (6), Mechanical (31), Piers (9), Plumbing (35), Pools(3), Rebars (6), Rough (13), Siding (1), Sill (2), Site Lighting (1), Sound Insulation (2), Sprinkler (7), Walk Thru (4), Waterproof (6), Windows (1), Woodstove (1).

Building/Renovation Permit Statistics

<u>Type of Permit</u>	<u>No. of Permits</u>	<u>Value of Permits</u>
Addition/Alterations	25	\$ 721,268
Deck	1	14,000
Demolition	1	10,000
Electrical	67	557,473
FSS/Sprinkler	3	35,950
Footing/Foundation	0	0
Fuel Tank	3	4,250

Garage/Shed	2	9,782
Mechanical	16	119,125
New Commercial	0	0
New Residential	3	277,190
Plumbing	16	61,400
Pool	13	40,555
Roofing/Siding	39	236,503
Sign	4	6,700
Tent	1	1,500
Trailer	0	0
Total	194	\$ 2,095,696

Permit Value Comparison for April:

	<u>2005</u>	<u>2004</u>
Value of Permits Issued	\$2,095,696	\$1,915,580
Building Permit Fees Received	\$24,070	\$30,895
Other Income Fees	\$5,125	\$4,372
Building Permits Issued	194	146

Total Value of Permits and Permit Fees:

2004-2005		2003-2004	
Value	Permit Fee	Value	Permit Fee
\$35,457,449	\$354,800	\$19,334,514	\$315,802

HEALTH DEPARTMENT

- Routine inspections for the month consisted solely of food establishments. A new business, "The Kakerly" (Main Street), was issued a Food Service License.
- Plan reviews were completed for a proposed T.G.I. Friday's (Berlin Turnpike), renovations to the kitchens at Elizabeth Green and Ruth Chaffee schools, and for a proposed restaurant (Barb's Pizza) next to Starbucks (Main Street).
- As part of the federal "TOP OFF 3" training exercise during the week of April 4, the department participated in e-mail/FAX communication exchanges between local health care providers, the Capitol Region Emergency Planning Committee's (CREPC) Regional Coordination Center (in New Britain Town Hall), and the Connecticut Department of Public Health. NEXTEL phone "direct-connect" capabilities were also tested with neighboring health departments.
- The regular quarterly meeting of the Town's Environmental Quality Commission (EQC) was held on April 5. Agenda items included "white office paper" recycling at Town buildings and the schools, the Earth Day 2005 clean-up, a possible computer recycling collection in town, and the start-up of the EQC's "Adopt-A-Road" program.
- The Employee Health & Safety Committee held its bimonthly meeting on April 14. A subcommittee has prepared a draft Employee Training Guideline which is under review by the full committee and, if approved at the May meeting, will be distributed to all departments for inclusion in their respective manuals.
- On April 21st the Town's Local Emergency Planning Committee (LEPC) held its regular quarterly meeting. The Training Subcommittee is preparing a table-top HAZMAT training exercise scenario for the morning of May 19th.
- The "Earth Day 2005" clean-up was held Saturday morning, April 23. Volunteers included EQC members and school liaisons, residents, middle and high school students, and civic organizations (2). The trash/litter collection resulted in a full pick-up truck load of accumulated debris.

- The EQC/MDC annual “Household HAZWASTE Collection” was held on Saturday, April 30th, from 8:00 a.m. – 1:00 p.m. Approximately 400 vehicles brought household waste to the collection. Volunteers again included EQC members/liaisons and middle/high school students.

New complaints for the month numbered 36, none of any major significance. Most of the complaints involved blighted residential or commercial properties.

Statistical Summary

	Monthly Totals	Year to Date	Last Year to Date
Food Establishment Inspections	43	199	176
Food Establishment Reinspections	5	24	22
Other Routine Inspections	4	15	18
New Complaints Received	36	68	35
➤ Complaint investigation made	38	66	44
➤ Notice of Violation issued by Public Health Coordinator	11	14	11
➤ Legal Order issued by Director of Health	0	2	0
➤ Complaint compliance recorded	26	49	22

HUMAN SERVICES

- Director Ken Freidenberg participated in meetings with the State Department of Children and Families Advisory Council, North Central Mental Health Board, Connecticut Youth Services Association, Local Emergency Planning Committee, Interfaith Clergy Association, Community Inclusion and several Department Head Strategic Planning Committees.
- The Early Childhood Council sponsored the workshop “Making the Most of Preschool Years,” presented by Jane Richard Jones, with over 25 parents and child care workers attending.
- The Department provided funding through the CASAC grant for the high school program called “Hard Truth.” This program addresses the impact of drinking and driving from the perspective of emergency responders and the Mothers Against Drunk Driving (MADD).
- Positive Youth Development activities included the following:
 - Completion of the eighth cycle of ROPE (Rite of Passage Experience) for sixth-graders at Martin Kellogg and John Wallace. St. Mary’s School also completed their final challenges and ceremony for parents and students.
 - SCORE after school programs including Lights, Camera, Action; Riverwalking; Horseback Riding and Fashion Design.
 - Meetings with teachers at Martin Kellogg and John Wallace Middle Schools in preparation for Eighth-Grade Challenge Day at the Newington Adventure Challenge Ropes Course.
 - Distributed of the Summer Youth Adventure brochure.
 - A Class V whitewater rapids canoe trip on the Housatonic River in Kent, CT for the High School Adventure Club.
- The Youth and Family Counseling Program received 11 new referrals bringing the active caseload to 53 with 20 inactive and 3 closed cases. There were 103 therapy sessions provided and 114 contacts with families and other agencies.
- The Juvenile Review Board handled four cases during the month.
- Social Casework was provided to 81 active cases with 24 new referrals.
- Food Bank, Clothing Closet and Special Need Fund requests remained constant or increased.

April 2005 Statistics

Selected Programs	FY 04-05 Undp. Total This Month	FY 04-05 Undp. Total Last Month	FY 04-05 Cum. Undp. Total YTD	FY 03-04 Cum. Undp. Total YTD
Youth and Family Counseling	53	52	191	207
Positive Youth Development	226	209	2,685	2,159
Youth Works (Job Bank)	6	4	54	66
Information and Referral	*129	*94	*1,216	1,452
Social Casework Cases	*81	*62	*209	282
Under 55 = 38				
Over 55 = 43				
Food Bank Participants	83	71	853	901
Special Needs	25	15	124	117

**Transfer of Social Worker I to Senior and Disabled Center is reflected in reduced statistics for 04-05.*

SENIOR AND DISABLED CENTER

- Representatives of the National Council on the Aging visited the Center on April 11 to review the progress and activities related to the fall prevention demonstration program in development. This program, funded by the Administration on Aging, is being created by a group from Yale, and the Senior and Disabled Center is one of the test sites.
- Director Dianne Stone was invited to attend a workgroup of representatives of various aging organizations that is developing an implementation plan for the changes that will occur in Medicare in 2006. Ms. Stone also attended a forum on Long Term Care as part of a pre-conference to the upcoming White House Conference on Aging.
- In recognition of National Humor Month, Naomi Lufkin spoke to a group of 30 on Friday, April 15, about how humor helps with aging.
- A student of nutrition who is interning with the Community Renewal Team led a lively round table discussion.
- Nurse Practitioner Stacie Zibel held a cholesterol screening using the new cholestec machine which is able to differentiate between HDL (good) and LDL (bad) cholesterol.
- The renovations to the social services room are substantially complete and should be ready for occupation by mid May.
- The Center currently has 3,391 members with 32 new members joining in April.
- Social worker Teri Snyder had an active caseload of 49 clients through the month. Financial assistance, especially related to heating and prescription drug costs, continues to be the most prominent issue.

Dial-A-Ride		Wellness Clinic		Senior Café
Trips	Miles	On-site	Off-site	Meals Served
1,681	4,157	163	17	1,133

Project Homeshare

	Current Matches	Providers	Seekers	Counseling Calls
Newington	4	6	3	7
Other Comm.	6	33	56	46

PARKS AND RECREATION

Administration

- Mortensen Community Center renovations continue. Lights were replaced in the gym, office, Community Center rooms, restrooms, and locker rooms.
- Pool Safety on-site inspections were conducted. Plans for restructuring hours of operation and fee increases are being considered by staff and the Board of Parks and Recreation.
- Superintendent Wendy Rubin was involved with the Parks & Grounds Division in several projects including: construction of the Little League storage facility, Bocce Courts at Churchill Park, Mill Pond parking lot and installation of a new playground piece for Our Children's Place. Fencing, guard rails, signage, and video surveillance are all projects in the on-going stages of development.
- On-site walk-around meetings with spring sports leagues were held to review field conditions, maintenance, and scheduling issues.
- Superintendent Rubin addressed resident concerns regarding overhanging trees, poison ivy, and drainage issues with property owners that abut town properties, and reviewed issues with gates at several park locations.
- Recreation Supervisor Kristine Kravontka attended the monthly meeting of the CRPA conference planning and marketing committees.

Recreation

- Spring programs are in full swing with 78 programs being offered and 908 registrations.
- Community garden plots were sold during the month.
- The Teen Center had a caricaturist as a special event, bringing in 65 participants.
- P & R staff in conjunction with the Board of Parks and Recreation has planned the 7th Annual Parks & Recreation Golf Tournament to take place on May 9.
- The Summer Playground Brochure was distributed throughout the schools to children in grades 1-6. Interviews for Counselors for the Summer Playground Program began. Over 50 applications have been received to date.
- Extensive revision of the Summer Playground Program counselor training and orientation program is underway. Changes include the addition of non-violent crisis intervention training, first aid for all staff, discipline techniques, and working with children with special needs.
- The Summer Brochure is completed and ready to go. Distribution to the public will begin the first week in May. The department will offer over 255 programs and sessions.
- The 15th Annual Alan Budney & Trout Unlimited Fishing Derby was held April 30th. Over 150 people attended the event in spite of the rainy weather. The pond was stocked with over 150 trout.

Parks, Grounds and Cemeteries

- Spring field set up for 13 soccer, 5 lacrosse, and 8 Little League fields was accomplished. The two new Little League fields were completed at the Clem Lemire Complex.
- Irrigation and water systems were turned on and repaired as necessary.
- The Churchill Park bocce and horseshoe area was completed.
- The Newington Highway Department completed installation of the pathway area at Our Children's Place and resurfaced the parking lot at Mill Pond. The parking lot at Churchill Park was re-striped by the Facilities Maintenance lining crew.
- Cemetery maintenance continued to fill and seed graves as required. Signs were posted reminding owners to remove statuary, artificial flowers, and other objects in compliance with the cemetery ordinance.
- There were three interments in Town cemeteries during the report period.

LIBRARY

- The *One Book 4 Towns* project continued through the month of April, as three book discussions were held at the library, at the Senior and Disabled Center, and at Cedar Mountain Commons.

- The annual *Filmfest Italiana*, a four week series of Italian films complete with Italian desserts and a post-film discussion led by the Wadsworth Athenaeum Director of Film, saw a standing room only crowd each week.
- Programs on decorating your home using Feng Shui, Korean cooking, preparing for the new SAT, and a Frank Sinatra sing-along were also presented.
- Over 1,500 children and their caregivers attended 66 programs. The loveable storybook character Froggy visited the library and daycare centers during National Library Week.
- The library has teamed up with the Newington Post Office to hold a Passport Night on May 24. Post Office staff members are now making appointments with people who would like to apply for passports. On that night, photos will be taken, applications accepted, etc. in order to complete the passport process in time for the summer vacation season.
- *A Doing Business in Newington* brochure was completed and a supply sent to various Town departments. This brochure contains information for a potential business owner, such as “Do I need to register my business with the town?”, and “As a business owner, what do I own that is subject to taxes?”.
- Use of the library’s homepage was high, with 7,750 hits recorded. 2,165 people used the Internet computers in the library. 13,436 searches were done from homes, schools, or workplaces. Health and Wellness Resource Center, NewsStand, a newspaper index, and the iConn databases provided by the State were some of the standouts used by patrons.
- Other statistics for the month remain steady - 34,162 items were circulated, 5,293 reference questions were answered and 1,344 items were processed and added to the collection.
- Topics of note that were researched this month included:
 - Tips on buying a manufactured home.
 - Post-polio syndrome.
 - How to grow papaya.
 - List of sex offenders in Newington.
 - Native American culture.
- The Friends of the Library held their annual weekend book sale, which began on April 29 and continued through May 1. The book sale continues to gain a solid reputation as one of the finest in the state, as evidenced by the high numbers of attendees and the large amount of money that was raised.
- The Library Board continues to prepare for the Newington Library 5K Challenge, marking the ninth year of this event, which will take place on Sunday, May 22, at 9AM and will begin and end at Mill Pond Falls.
- The Library hosted a breakfast for volunteers at which 40-50 people were treated to a breakfast buffet of home-baked goods brought in by staff members. The Academy Awards theme was used, complete with a red carpet, photographer, and glamorous gowns and jewelry, as staff thanked these loyal folks for their hours of hard work all year.
- Painting projects were completed at the library with the entire reference and quiet study area included. The Home Depot of Berlin adopted the library as its community project and helped with some work as well. The side entranceway, Staff Room and lavatory were painted and accessories donated.
- Library Director Marian Amodeo was a speaker at the Connecticut Library Association’s annual conference in New Haven. Staff members Ruth Block and Peg Counihan were recognized by their colleagues for over 20 years of full-time service to the Town.