



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: January 13, 2006
Re: Monthly Report – December 2005

GENERAL ADMINISTRATION

During the month of December, the Office of the Town Manager focused on a number of matters including (a) working with Department Heads, the Mayor and members of the Town Council to facilitate a smooth transition between administrations following my resignation in January; (b) working with staff, Mayor Mortensen and Town Council members to facilitate the selection of a professional consultant/firm for purposes of facilitating a Town Manager Search and selection process; (c) making preparations for the Fiscal Year 2006-2007 budget process; and (d) various personnel issues.

Other items of interest during the month:

- Participated in interviews for the selection of a Dial-A-Ride Transportation Driver and an Assistant Building Inspector;
- Participated in internal discussions regarding contract negotiations, planned usage of a new snow melting product by the Highway Department, assisted in drafting and implementation of a performance evaluation form for all union positions, strategic planning;
- In conjunction with Public Health Coordinator Bob Cosgrove, Library Director Marian Amodeo and the Finance Department, met with representatives of area Health Districts for purposes of reviewing implications of participating in a Health District;
- Attended the December 12 Senior Holiday Dinner sponsored by the Kiwanis Club;
- Attended the December 13 meeting of the Mid State Collaborative;
- Attended the December 13 quarterly meeting of Mid State Collaborative Town Managers and Police Chiefs;
- Attended the December 15 quarterly meeting of Mid State Collaborative Town Managers and Department Heads;
- Attended the December 20 meeting of CRCOG's Municipal Services Committee;
- Attended the December 20 meeting of the Program Review and Investigations Committee at the State Capitol for purposes of reviewing the draft report pertaining to Binding Arbitration;
- In conjunction with the Mayor and Public Works staff, participated in a meeting with Stamm Road property owners regarding drainage issues;

Phone: (860) 665-8510 Fax: (860) 665-8507
townmanager@ci.newington.ct.us
www.ci.newington.ct.us

- In conjunction with the Mayor and Marian Amodeo, met with representatives of the ice rink on Alumni Road to discuss various issues;
- Participated in internal discussions regarding preparations for a Town Council goal setting retreat on January 7, 2006; and
- Attended a private candle light vigil on December 30, 2005 in memory of Master Police Officer Peter Lavery who was killed in the line of duty on December 30, 2005.

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

HIGHWAY DEPARTMENT	Overtime Hours	Cost
Vehicles and Equipment	134.10	\$ 8,026.10
Weekend Stand-by and Call-in	20.00	806.00
Road Maintenance	9.60	366.40
Leaf Removal	538.70	26,844.32
Landfill	8.10	350.40
Snow Removal	<u>540.10</u>	<u>21,385.91</u>
Total	1,250.60	\$57,779.13
PARKS AND GROUNDS DIVISION		
Snow Removal	221.20	\$ 8,320.29
Cemetery	<u>26.80</u>	<u>1,008.29</u>
Total	248.00	\$ 9,328.58
POLICE DEPARTMENT		
	2005-06 Budget	Overtime Expended
	Overtime Appr.	Fiscal Year to Date
Patrol	\$ 723,778.00	\$ 392,122.25
Investigation	73,292.00	37,221.88
Communication	125,605.00	89,893.14
Education/Training	50,136.00	21,689.61
Support Services	20,000.00	10,107.88
School Resources Officer Grant	3,349.00	2,615.25
Animal Control	<u>11,000.00</u>	<u>5,949.16</u>
Total	\$1,007,160.00	\$ 559,599.17

PERSONNEL

- Grant Polomsky, Equipment Operator I in the Highway Department, was appointed to the position of Dial-A-Ride Transportation Driver effective December 19, 2005. The Equipment Operator I position will be posted internally.
- Richard E. Smith, II was appointed to the position of Assistant Building Official, effective January 9, 2006, to fill a vacancy created by the resignation of Joe Sinsigalli.
- Applications were received for the Groundskeeper II vacancy, with the interview process scheduled for January.
- The promotional process for Sergeant in the Police Department was posted with 14 applications received. A written examination is scheduled for January 5, 2006.
- The recruitment process for both entry level and certified Police Officer continued during the month. Three certified officers have been given conditional offers of employment, pending additional testing procedures.

Professional Development

- The Assistant Town Clerks completed a Personal/Professional Assessment to identify areas of interest that will lead to more effective career mapping.
- Donna Dornfried, Assistant Town Clerk, participated in a distance learning forum focusing on time management skills.
- Three Highway Department personnel attended a trenching and excavation workshop designed as a safety refresher course.
- Senior and Disabled Center Director Dianne Stone, Town Clerk Tanya Lane and Library Director Marian Amodeo attended the last session of CRCOG's pilot online class "Motivating Employees."
- Parks and recreation staff members attended a CIRMA video presentation on Accident Investigation training.
- Recreation Supervisor Kristine Kravontka attended workshops on Employee Discipline Procedures and Online Registration.

RISK MANAGEMENT

The fifth month of the 2005-2006 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 \$634,441 per month; the initial number for November 2005 came in at \$544,094.

INFORMATION SYSTEMS AND TECHNOLOGY

- Completed 131 work orders.
- Blocked 25,518 SPAM/ unsolicited emails from reaching Town employees and 1,898 viruses from entering the Town's network.
- A coordinated effort by the Assessor's Office, Revenue Collector's Office, and IST staff concluded the processing of the supplemental motor vehicle tax bills early in the month.
- Final configuration and cost estimates for the Town Clerk's application were developed.
- The Town's web page had slightly more than 36,000 visits during December. The online assessment function continues as one of the most frequently visited areas.
- Gregg Breton, GIS Coordinator, worked with Metropolitan District (MDC) staff to merge tiff files into seamless MrSid™ file formats and acquired Digital Elevation Model (DEM) and Hill Shade (3D terrain model) and presented examples to Town Engineer.
- Mr. Breton met with Ed Meehan, Town Planner, to discuss GIS support for the Brownfield Assessment Program which is currently underway.
- Provided the Town Planner with statistics on remaining vacant land use analysis.

FINANCE

Accounting and Administration

- The 2006-07 budget submissions were submitted by Town departments to officially begin the budget process. Departmental hearings are scheduled to begin in early January.
- Budget strategy sessions were held with the Town Manager during the month.
- The 2004-05 audit was completed and filed by the Town's auditor, Scully & Wolf.
- Finance Director Bill Hogan attended the CRCOG Municipal Services Committee meeting.
- Activities related to the 2005 revaluation were conducted during the month.
- The Educational Cost Sharing Grant installment in the amount of \$2,579,482 was received.

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)

12/31/05

General Fund	\$24,737,420
Special Revenue Funds	1,795,798
Capital Projects Funds	967,255
Internal Service Fund	3,013,811
Trust and Agency Funds	<u>1,241,331</u>
TOTAL, ESTIMATED BY FUND	\$31,755,615

INVESTMENTS, BY INSTITUTION TYPE

(Unaudited)

12/31/05

	Interest %	Interest \$	\$ Invested		
Ave. Monthly Yield, Annualized	Current Month	Last Month	Current Month	Last Month	
STIF	4.54	4.30	20,124	33,165	5,150,985
CLASS PLUS	3.84	3.69	25,938	25,532	8,593,116
Banknorth	4.60	3.75	22,778	23,800	6,109,131
Sovereign Bank MM	4.60	3.75	46,953	43,217	<u>11,902,383</u>
Total Outstanding Investments					33,755,615

Assessor

- The revaluation company completed approximately 650 informal hearings with owners questioning their new assessments. Review of those real property parcels will occur in January.
- The Assessor's office staff spent the first three weeks in December communicating with Newington residents about the new revaluation.
- Work on the personal property and motor vehicle portions of the grand list was started.
- Work on the 2004 motor vehicle supplemental grand list was completed, and changes were made based on information provided by taxpayers.

Revenue Collector

- The work on the grand list file for the tax bills for the second installment of taxes and for the motor vehicle supplemental list was completed by the staffs of the Assessor's office and the Revenue Collector's office.
- Releases of UCC-1 liens were sent to the Secretary of the State.
- Notices were mailed for outstanding parking violations that were issued during the month of November.
- Revenue Collector Jean Mangan and Assistant Revenue Collector Kathy Blais attended the quarterly meeting of the Hartford County Tax Collectors Association.
- The Revenue Collector's office collected \$6,815,783.26 in taxes due on the current levy.

PURCHASING

BID NO. 13, 2004-05, BALLFIELD LIGHTING DESIGN AND SUPPLY

Opening Date: July 28, 2005

Bidder	Location	Base Bid
Bill Simione & Associates	Rensselaer, NY	\$42,117

The bids are under review.

BID NO. 8, 2005-06, STOCKPILED LEAVES/GRASS CLIPPINGS REMOVAL SERVICES

Opening Date: December 9, 2005

Bidder	Location	Base Bid (Contractor Loads Own Vehicles)		Alt. 1 (Town Loads Contractor's Vehicles)
Supreme Industries	Harwinton	2006-07	\$450.00	2006-07 \$350.00
		2007-08	\$550.00	2007-08 \$400.00
		2008-09	\$600.00	2008-09 \$500.00
Green Cycle	Farmington	2006-07	\$445.00	2006-07 \$395.00
		2007-08	\$445.00	2007-08 \$395.00
		2008-09	\$445.00	2008-09 \$395.00
D. W. Transport	Uncasville	2006-07	\$528.23	2006-07 \$478.33
		2007-08	\$542.68	2007-08 \$492.68
		2008-09	\$557.46	2008-09 \$507.46
The Scotts Co.	Lebanon	2006-07	\$810.00	2006-07 \$410.00
		2006-08	\$820.00	2007-08 \$420.00
		2008-09	\$830.00	2008-09 \$430.00

The bid was awarded to Green Cycle for their low bid.

BID NO. 9, 2005-06, RESIDENTIAL RECYCLABLES COLLECTION SERVICES

Opening Date: December 9, 2005

Bidder	Location	Curbside (pdu)	Condos (pdu)	Dumpsters
Waste Management	S. Windsor	2006-07 \$63.60	2006-07 \$63.60	2006-07 \$63.70
		2007-08 \$66.80	2007-08 \$66.80	2007-08 \$66.80
		2008-09 \$70.10	2008-09 \$70.10	2008-09 \$70.10
		2009-10 \$73.60	2009-10 \$73.60	2009-10 \$73.60
Paines, Inc.	E. Granby	2006-07 \$34.92	2006-07 \$34.92	2006-07 \$24.12
		2007-08 \$36.32	2007-08 \$36.32	2007-08 \$25.08
		2008-09 \$37.41	2008-09 \$37.41	2008-09 \$25.83
		2009-10 \$38.91	2009-10 \$38.91	2009-10 \$26.86
CWPM	Plainville	2006-07 \$27.50	2006-07 \$27.50	2006-07 \$27.50
		2007-08 \$27.50	2007-08 \$27.50	2007-08 \$27.50
		2008-09 \$27.50	2008-09 \$27.50	2008-09 \$27.50
		2009-10 \$27.50	2009-10 \$27.50	2009-10 \$27.50

The contract was awarded to CWPM for their low bid.

BID NO. 10, 2005-06, RESIDENTIAL CONDOMINIUM REFUSE COLLECTION SERVICES

Opening Date: December 12, 2005

Bidder	Location	Inhabitable Residential Dwelling Unit, per year	
All Waste	Hartford	2006-07	\$33.00
		2007-08	\$34.00
		2008-09	\$35.00
		2009-10	\$36.00
Waste Management	S. Windsor	2006-07	\$33.68
		2007-08	\$34.61
		2008-09	\$35.57
		2009-10	\$36.54

Paine's	E. Granby	2006-07	\$33.69
		2007-08	\$35.04
		2008-09	\$36.09
		2009-10	\$37.54
CWPM	Plainville	2006-07	\$37.25
		2007-08	\$37.25
		2008-09	\$37.25
		2009-10	\$37.25

The contract was awarded to All Waste for their low bid.

BID NO. 11, 2005-06, AUTOMATED RESIDENTIAL CURBSIDE REFUSE COLLECTION SERVICES

Opening Date: December 12, 2005

Bidder	Location	Base Bid	
Waste Management	S. Windsor	2006-07	\$109.20
		2006-08	\$114.66
		2008-09	\$120.93
		2009-10	\$126.41
Trash Away	New Britain	2006-07	\$75.84
		2007-08	\$77.76
		2008-09	\$79.68
		2009-10	\$81.36
Paine's	E. Granby	2006-07	\$80.40
		2007-08	\$83.62
		2008-09	\$86.13
		2009-10	\$89.58

Because of the high costs associated with this bid, the bid specifications have been revised and rebid.

BID NO. 12, 2005-06, REFUSE HAULING SERVICES FOR MUNICIPAL TRANSFER STATION

Opening Date: December 12, 2005

This bid was cancelled; all bids were returned unopened.

BID NO. 14, 2005-06, GREEN SCHOOL DATA NETWORK ELECTRONICS, DESKTOP COMPUTERS AND PRINTERS

Opening Date: January 10, 2006

BID NO. 15, 2005-06, CHAFFEE SCHOOL DATA NETWORK ELECTRONICS, DESKTOP COMPUTERS AND PRINTERS

Opening Date: January 10, 2006

BID NO. 16, 2005-06, TOWN HALL INTERIOR RENOVATIONS

Opening Date: January 6, 2006

Bids were received at Downes Construction and will be reported next month.

RFP NO. 4, 2004-05, TOWN CLERK SYSTEMS

Opening Date: July 7, 2005

Respondents

CORE Business Technologies, E. Providence, RI
Cott Systems, Inc., Worthington, OH
New Vision Systems Corp., Stamford, CT

The proposals are under review.

RFP NO. 3, 2005-06, PAVEMENT MANAGEMENT CONSULTANT

Opening Date: August 25, 2005

Respondents

Vanasse Hangen Brustlin, Inc., Middletown
BETA Group, Inc., Rocky Hill
Milone and MacBroom, Cheshire
Applied Research Associates, Champaign, IL
MACTEC Engineering & Consulting, Beltsville, MD

Interviews were conducted on December 6 and the respondents narrowed to two.

RFP NO. 4, 2005-06, CEMETERY SERVICES

Opening Date: November 2, 2005

Respondent

Newington Memorial Funeral Home, Newington

The proposal is under review.

RFP NO. 6, 2005-06, PARKS AND RECREATION STRATEGIC MASTER PLAN

Opening Date: December 13, 2005

Respondents

CEHP, Inc., Bethesda, MD
Crane Associates, Burlington, VT
Planimetrics, Avon
BL Companies, Meriden
Milone & MacBroom, Cheshire
Weston and Sampson Engineers, Inc., Rocky Hill
Clough Harbour & Associates, Rocky Hill

TOWN CLERK

- Land recorded documents for December totaled 683, a 7% increase over last December. \$18,765.00 was collected in recording fees.
- There were 94 property transfers in December; \$34,054.06 was collected in town conveyance tax and \$68,108.12 was collected in state conveyance tax. Total property sales for the month were \$14,218,624.25. There were three residential sales each over \$400,000 and two residential transfers each over \$300,000.
- Pursuant to Sections 7-14 and 7-25 CGS, errors and omissions, as reported by the examiner of the indexes and inspections of the land records, were corrected in preparation of submitting the proper paperwork to the Public Records Administrator.

Data Summary—December 2005

	<u>December 2005</u>	<u>December 2004</u>	<u>FY 2005-06 to Date</u>	<u>FY 2004-05 to Date</u>
Land Record Documents	683	631	4,058	4,162
Dog Licenses Sold	19	30	388	390
Game Licenses Sold	261	195	861	742
Vital Statistics				
Marriage Licenses	12	16	153	150
Civil Unions	1		5	
Death Certificates	25	45	158	176
Birth Certificates	7	27	74	118
Total General Fund Revenue	\$ 54,489.81	\$123,730.75	\$357,417.83	\$447,796.27
Town Document Preservation	\$ 1,302.00	\$ 431.00	\$ 5,726.00	\$ 3,731.00
State Document Preservation	\$ 1,304.00	\$ 862.00	\$ 7,814.00	\$ 7,462.00
State Treasurer (\$26 fee)	\$ 16,900.00		\$ 47,294.00	
Locip	\$ 1,950.00		\$ 5,457.00	
State Game Licenses	\$ 4,647.50	\$ 3,473.50	\$ 14,206.50	\$ 11,595.00
State Dog Licenses	\$ 136.50	\$ 164.00	\$ 2,806.50	\$ 2,443.00
Dog Licenses Surcharge	\$ 58.00	\$ 56.00	\$ 1,022.00	\$ 874.00
Marriage & CU Surcharge	\$ 152.00	\$ 19.00	\$ 1,501.00	\$ 1,425.00
Grand Total	\$ 80,939.81	\$128,736.25	\$443,244.83	\$475,326.27

REGISTRARS

- The Registrars continued the processing of data from the November election
- 36 new voter applications were received and processed.

POLICE DEPARTMENT

- Patrol officers responded to a business on Southeast Road on an attempted robbery complaint in December. A female shopper was assaulted in the parking lot by a male attempting to steal her purse. The victim fought off the attacker and other citizens in the parking lot came to her aid. The suspect fled the area on foot. The case is currently under investigation.
- Also in December, officers responded to a robbery complaint at a local food store. The suspect was arrested after he brandished a knife and stole money from a Salvation Army pot.
- Patrol officers investigated the theft of numerous items from multiple units at a self-storage facility.
- Community Service Officers conducted 236 motor vehicle stops originating from different locations throughout town. In addition to the various motor vehicle infractions, traffic stops have also exposed wanted persons, narcotic violations, suspended licenses, and misuse of plates.
- The Community Service Officers also met with the Principals from the two middle schools and the schools' Director of Security regarding parking issues. Verbal and written citations for parking violations have been issued during morning drop off and afternoon pick up times. Positive feedback regarding their presence at these locations has been received.
- A Stuff-A-Cruiser fund raising program was hosted by the Community Services Division at the Wal-Mart store on the Berlin Turnpike in December. Contributions impacted more than 250 Newington families.
- Forty-three offenses were the subject of investigation by Detective Division personnel in December.

FIRE DEPARTMENT

The Fire Department responded to 62 alarms/emergencies as follows:

	<u>December 2005</u>	<u>6 months Cum.</u>
Residential	19	88
Commercial, Industrial, Office	4	56
Hospital, School	4	18
Vehicle	3	20
Rescue, Police Assistance	1	7
Dumpster, Rubbish	0	13
Grass, Brush, Leaves	0	10
Hazardous Materials/Clean up	4	19
Investigative Alarm	17	50
False Alarm	0	5
Mutual Aid/Standby	0	6
Carbon Monoxide Investigation	10	20
Water-related Incidents/Pump-outs	<u>0</u>	<u>98</u>
Total	62	410

Training Summary:

Online training with Target Safety (Hazmat Refresher, Sexual Harassment) - (46 members)
Company Drill (Driver safety) - (59 members)

FIRE MARSHAL

The Fire Marshal's Office completed the following activities during the month of December:

Inspections	29
Inspection Follow-Ups	46
Plan Review	3
Job Site Inspections	13
Underground Tank Removal	0
Fire Investigations	1
Fire Alarm Trouble	1
Complaints	3
Haz/Mat	1
Bomb Threats	0
Blasting	6

PUBLIC WORKS/FACILITIES MANAGEMENT

- Public Works Director Mike Mancini and Highway Superintendent Frank Sanzo met with West Hartford officials to explore the possibility of cooperatively using the West Hartford facilities and new materials in Newington on a trial basis. The Town has a preliminary agreement to begin using the new "enhanced salt" on several snow routes for evaluation. Enhanced salt is a product that is spread before snow begins to fall and helps prevent the snow from sticking to the road.
- The Engineering Department held interviews for a consultant to evaluate the condition of all Town roads to assist in developing Capital Improvement Projects for the future.

- Several meetings were held to discuss the chronic flooding on Stamm Road. A regional study is being initiated by CRCOG in which the Town will participate. Grant applications to the Environmental Protection Agency (EPA) and the Connecticut Department of Environmental Protection (ConnDEP) can only be submitted after the regional study is done.
- Mr. Mancini met with his colleagues from Wethersfield and Rocky Hill and the staff of the Capitol Region Council of Governments (CRCOG) to discuss formulating an agreement, similar to Mutual Aid, for Public Work agencies.
- Engineering and Planning Department staff met with ConnDOT to discuss potential developments on East Cedar Street.
- The Public Works Director and Town Planner met with the Army Corps of Engineers and ConnDEP staff to discuss a development proposed for the former Caldor site.

Highway Department

- During the month of December the Highway Department faced six snow and ice related events requiring plowing or sanding. December 9th was the largest snow fall totaling 10 1/2 inches.
- Crews continued throughout the month with the leaf collection program using front-end loaders and leaf machines where applicable.
- Sand and salt were mixed at both the Garfield Street and the Highway Department locations as supplies were replenished.
- Miscellaneous projects completed during the month included pothole patching, catch basin cleaning, snow removal, and mailbox repairs.
- Central repair garage mechanics completed fall services on the Fire Department apparatus and repaired snow equipment. Scheduled preventative maintenance services and emergency repairs continued throughout the month as well.

Facilities Management

- A leak has developed in the Town Hall boilers that will require replacement of several sections of the boilers.

TOWN PLANNER

- Brownfield Assessment Project - A services contract was signed on December 16 with Webb Realty Services, LLC for assistance in completing several of EPA's grant work tasks. The Town Planner and the GIS Coordinator prepared inventory forms and maps for the 550 acres of industrial properties that will be evaluated for potential contamination. Field work has already begun; about a third of the properties have been visited to date.
- Development Project Bonds - Bonds for the site plan completion of the new TGI Friday's restaurant, Harman Court subdivision and a residential lot on Pfister Drive were posted in December. The bond for Webster Hills, a 46 unit subdivision project that has taken well over ten years to complete, was released with the requirement that the funds be payable to the attorney representing the developer and contractors who have installed roadway pavement and sidewalks.
- STEAP 2006 Application - On December 8, a \$500,000 grant application was submitted to the Office of Policy and Management requesting STEAP (Small Town Economic Assistance Program) funds to continue Town Center streetscape and façade renovation improvements. The Town Planner's office prepared the application which estimates that the balance of construction work on Main Street, between Market Square and Lowrey Place, will require \$390,000 to complete.
- Development Project Update
 - Hartford Drive In – TPZ approved the project submitted by Toll Brothers for 71 townhouse units on December 14.
 - Sovereign Bank – Site development plan and architectural renovations to the former Carrington's restaurant, 3,330 sq. ft., were approved December 14.
 - Libretta Property Filling, Berlin Turnpike opposite Pascone Place, is still under review by the TPZ. The applicant requests approval to fill 11,000 cubic yards, raise grade and create a potential future

development site. Information received at the Commission's December 14 hearing indicates that safe sight distance standards are not present at the construction driveway's intersection with the Berlin Turnpike.

- Griswoldville/Deming Traffic Signal - The request from the developers of Sunrise Estates subdivision and the Walgreen's Pharmacy to defer traffic signal installation until April and permit Certificates of Occupancy to be issued has been held over to the TPZ's January 11 meeting. The Town Attorney has advised that both developers enter into hold harmless agreements with the Town and indemnify the Town if an accident should occur. On December 15, the State Traffic Commission approved the traffic signal's design and roadway plans. The developer's representatives reported to the Commission the signal has been ordered and will be ready to install within 90 days.

BUILDING DEPARTMENT

- Three permits were issued for single family residences in December (90 Waverly Drive, 30 Waverly Drive, and 15 Waverly Drive). Fees collected were \$8,250.00
- TGI Friday's was issued a Certificate of Occupancy on December 21, 2005.
- Footing & Foundation Permits were issued for the new development called "The Woodlands" on Sterling Drive. Each building consists of four townhouse units.
- Nine Certificates of Occupancy were issued, six for single family residences (21 Homecrest Street, 23 Strawberry Lane, 177 Adrian Avenue, 33 Dacosta Drive, 34 Dacosta Drive and 12 Pfister Drive) and three for commercial (Hartford Hospital, 181 Patricia Genova Drive; Gamestop Inc., 2995B Berlin Turnpike; and TGI Friday's, 3025 Berlin Turnpike).
- Permits issued to the Town of Newington were:
 - Electrical Permit for holiday lighting at the Town Green.
 - Fire Suppression System / Sprinkler Permits for the Ruth Chaffee School and the Elizabeth Green School for the installation of an ansul fire suppression system in kitchen exhaust hood.
 - Plumbing Permit for work in the bathrooms at Martin Kellogg School.

Seminars attended by the Building Inspectors for their continuing education credit were: Art Hanke, 2003 IRC Performing Residential Plumbing Inspections, 12/6/05

Building Inspectors completed a total of 286 inspections: Above Ceiling (3), Alarm (6), Boiler (1), CO (19), Code (3), Electrical (56), Final (13), Footings (31), Footing Drains (7), Foundation (4), Framing (29), Gas Line (15), Hood (2), Insulation (9), Mechanical (20), Plumbing (22), Radon System (3), Rebars (18), Roofing (4), Rough (1), Sheds (1), Skylight (1), Sprinkler (7), Waterproof (10), Woodstove (1).

Building/Renovation Permit Statistics

<u>Type of Permit</u>	<u>No. of Permits</u>	<u>Value of Permits</u>
Addition/Alterations	22	\$1,184,439
Deck	1	4,900
Demolition	2	7,500
Electrical	38	156,066
FSS/Sprinkler	5	13,531
Footing/Foundation	13	780,000
Fuel Tank	1	1,000
Garage/Shed	2	7,956
HVAC	26	118,932
New Commercial	1	650,000
New Residential	3	542,000
Plumbing	17	121,140
Pool	0	0
Roofing/Siding	15	124,762

Sign	3	10,900
Tent	0	0
Trailer	0	0
Total	149	\$3,723,126

Permit Value Comparison for December:

	<u>2005</u>	<u>2004</u>
Value of Permits Issued	\$3,723,126	\$1,697,769
Building Permit Fees Received	\$57,470	\$23,110
Other Income Fees	\$1,897	\$2,531
Building Permits Issued	149	145

Total Value of Permits and Permit Fees:

2005-2006		2004-2005	
Value	Permit Fee	Value	Permit Fee
\$15,367,392	\$243,208	\$28,248,369	\$268,185

HEALTH DEPARTMENT

- Routine inspections for the month consisted primarily of food establishments. A number of new and proposed food establishments have increased activities related to building plan review and construction inspections. Pre-operational inspections were made of the cafeterias at Ruth Chaffee and Elizabeth Green Schools following completion of their renovation work.
- New Food Service Licenses were issued to Roasted & Toasted Café (Pane Road), TGI Friday (Berlin Turnpike) and Lilliano's (Willard Avenue).
- The Town's Employee Health & Safety Committee met on December 8. Employee training is currently being focused on OSHA – mandated (annual) training.
- Surveillance of schools and nursing homes continues to show no appreciable outbreaks of respiratory or gastrointestinal illness.
- For calendar year 2005, the most frequently reported communicable diseases were Chlamydia and Gonorrhea. The most frequently reported positive serology was for Hepatitis C. Follow-up investigations were made during the year on two reported suspect cases of Tuberculosis.
- For calendar year 2005, the department received 226 complaints on a number of environmental issues within the town (compared to 140 in 2004). The majority of the complaints pertained to residential dwellings and property maintenance issues.
- Department staff continues to attend monthly meetings of the Capitol Region Emergency Planning Committee (CREPC) and its Emergency Support Function (ESF8), the Public Health Sub-Committee.
- 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	25	432	391
Food Establishment Reinspections	2	54	46
Other Routine Inspections	2	68	52
New Complaints Received	11	226	140
➤ Complaint investigation made	6	229	138
➤ Notice of Violation issued by Public Health Coordinator	0	53	40
➤ Legal Order issued by Director of Health	0	3	2
➤ Complaint compliance recorded	7	215	124

HUMAN SERVICES

- The Holiday Program distributed over 1,100 toys and gifts to 267 households consisting of 576 residents.
- Information and Referral requests totaled 198 during the month. Issues presented included child and elderly day care, housing, family matters, legal, financial and energy assistance, health, mental health, and disability among others.
- The Social Casework Program handled 20 new cases with a total of 68 active cases handled this month.
- Food Bank, Clothing Closet and Special Need requests remained constant.
- The Youth and Family Counseling program received seven new referrals with the active caseload at 50. 67 clinical therapy sessions were conducted and 119 contacts were made with families or other agencies.
- For the December Daily News Show, Human Services Director Ken Freidenberg and Clinical Coordinator Dot Revzon teamed with Dr. Angela Shelton from the Inter-Community Mental Health Inc. to offer residents tips and realistic strategies to cope with holiday stress. Topics of concern included family reunions, loneliness, grief and mental illness.
- Director Freidenberg is coordinating a regional Red Cross disaster/shelter training for volunteer residents in Newington, Wethersfield and Rocky Hill scheduled for February 4.
- Positive Youth Development activities included:
 - The Winter/Spring SCORE after-school program brochure, distributed to all middle school students. Activities offered include skiing, arts and crafts, cultural trips, video making, river walking, wall climbing, challenge course, horseback riding, school vacation adventures, animal rescue and pet pals.
 - Fall 2005 SCORE programs ended with three days of activities offered during school vacation, including snow tubing, bowling and movies.
 - The fourth cycle of sixth grade ROPE was completed at Martin Kellogg and John Wallace Middle Schools.
 - The High School Adventure Club ventured to Prime Climb, where students tried their skills on the indoor climbing routes.
 - A group of Newington Boy Scouts finished up their climbing badges at the challenge course.
 - A total of 187 youth participated in programs and activities.

December 2005 Statistics

Selected Programs	FY 05-06 Undp. Total This Month	FY 05-06 Undp. Total Last Month	FY 05-06 Cum. Undp. Total YTD	FY 04-05 Cum. Undp. Total YTD
Youth and Family Counseling	50	57	104	141
Positive Youth Development	187	142	1,678	1,939
Youth Works (Job Bank)	2	6	25	37
Information and Referral	198	238	1,137	812
Social Casework Cases Under 55 = 32 Over 55 = 36	68	81	176	135
Food Bank Participants	84	62	487	581
Special Needs	10	10	73	73

SENIOR AND DISABLED CENTER

- Medicare Part D, or Medicare Rx as it is now called, was a major topic again this month among older adults. Center staff and CHOICES volunteers provided assistance to more than 50 individuals, helping them to navigate the tools provided by medicare.gov to narrow down options for coverage. Even with this assistance, clients must then contact companies to determine which plans will work best for them.

- The Kiwanis Club hosted their annual Holiday Party with the Key Club serving a traditional turkey dinner to older adults, members of Town Council, Commission on Aging and Disability and Town staff followed by dancing to the Sam Pasco Band.
- Center participants were treated to a special holiday cheer as 16 three and four year olds visited to sing carols and enjoy a snack. Santa Claus made a surprise visit as well.
- Special health programs this month included an osteoarthritis program presented by Center Nurse Practitioner Stacie Zibel and a flu prevention poster presentation by student intern Casey Miranda, including a 'flu prevention kit' consisting of an apple, sanitizing hand wash and tissue.
- On December 19, Newington Health Care Center sponsored a holiday craft program in which participants learned how to make beautiful tabletop trees.
- Center membership remained steady with 3,434 members. Nine new members joined in December.
- Social Worker Teri Snyder provided casework services to 50 clients during the month with six new referrals and 53 requests for information and referral.

Dial-A-Ride		Wellness Clinic		Senior Café
Trips	Miles	On-site	Off-site	Meals Served
1,461	3,626	91	11	N/A

Project Homeshare

	Current Matches	Providers	Seekers	Counseling Calls
Newington	2	8	3	4
Other Comm.	6	36	46	22

PARKS AND RECREATION

Administration

- On-going projects include review of the Master Plan RFP and filing a grant application for trail improvements.
- Parks and Recreation Superintendent Wendy Rubin researched, specified, and ordered playground equipment for various park sites, including additions to the Sensory Garden at Mill Pond Park and a new play structure at Churchill Park, as well as a new unit for Beechwood Park.
- With the help of the IT Department, Parks & Grounds work orders are being developed to use with the Town's existing Track-It work order system.
- A pre-bid conference for ball field light installations was held on-site at Clem Lemire Park.
- Ms. Rubin and Highway Superintendent Frank Sanzo participated in the monthly CONN-OSHA Breakfast Discussion group.

Recreation

- Basketball Team selection was held with over 100 volunteer coaches, and National Youth Sports Coaches Association Training was held for all volunteers.
- A basketball officials clinic on was held on Saturday, December 3, for Youth Basketball gym supervisors and game officials.
- The Newington Girls Travel Basketball Teams participated in a two day Holiday Tournament.
- Santa's Workshop was held at the Kellogg Eddy House and over 500 children visited with Santa.
- The Teen Center averaged 55-60 participants per night over the course of December.
- An hour long television program was filmed for Channel 14 on the 50th Anniversary of the Department, featuring Clem Lemire, Bob Stanley, Robert Gai, Ken Sullivan, Sean Dwyer and Kristine Kravontka.
- Approximately 400 people attended the first Newington "Night of Lights" on Saturday, December 3, in the Town Center. The event combined the Christmas Carol Sing and the Tree Lighting Ceremony and was co-sponsored with the Chamber of Commerce.

- The Kiwanis Senior Holiday Banquet was Monday, December 12. 150 seniors enjoyed a dinner and entertainment.
- The fall indoor pool session concluded; 80 residents participated in the Red Cross Learn to Swim Program.
- The indoor pool opened during December vacation with 15 families enjoying a day at the pool.
- The annual Boston Celtics Trip sold out for the fourth consecutive year. This year's game is against the Sacramento Kings.
- On Thursday, December 6, the Newington Student Players performed "The Wishing Tree" in front of 120 parents and friends.

Parks and Grounds

- Seasonal lighting was completed in time for the tree lighting ceremony on December 3.
- Division personnel completed curb line backfill operations at Fire Company 2 to firm up the newly installed curbs and trimmed various trees for vehicle clearance.
- Division members removed the two larger play structures at Churchill Park in anticipation of replacement equipment this spring.
- Snow removal was conducted on five occasions in December. Repeated sanding was required in the days after to control ice buildup.
- The Division performed 12 interments in Town cemeteries during December.

LIBRARY

- The Friday *Night Jazz Festival* came to a resounding close as 270 people crowded into the Council Chambers to hear regional jazz great Jimmy Greene. This first-time three-part series was a surprising success.
- The library once again teamed up with the U. S. Postal Service to host a Passport Night. Over 20 people showed up to complete the process in order to obtain passports.
- Library staff met with colleagues in Berlin, Wethersfield, and Rocky Hill to finalize plans for another *One Book 4Towns* project. The group has chosen The Good Wife by Connecticut author Stewart O'Nan. This community-wide reading project will take place in the spring.
- December vacation week specials included a magic show by Dan Bowen, as well as chess instruction and knitting instruction programs. The Children's Department offered 38 programs to 922 children and caregivers.
- Topics of note that were researched this month included:
 - How to deal with the death of a pet.
 - The 50 most powerful women in the United States.
 - Average life expectancy of a cell phone battery.
 - Effects of road salt on the environment.
- The library has contracted with two vendors, OverDrive and Recorded Books, for trial subscriptions of downloadable audiobooks. This service will allow patrons to download "talking books" to their computers and then to their MP3 players. The expected roll-out of this service will be mid-January.
- Circulation of materials was 30,612 (+3%). An average of 600 people entered the library each day. 4,653 reference questions were answered and 1,493 items were processed and added to the collection.
- Other use statistics for the month of December include: the library's homepage - 7,191 hits (+23%); Internet computers - 2,067 people (+16%).
- The Library Administration made preparations for the temporary assignment of Library Director Marian Amodeo as Acting Town Manager.