



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: March 11, 2005
Re: Monthly Report – February 2005

GENERAL ADMINISTRATION

During the month of February, the primary focus of the Office of the Town Manager was on the matters related to the development of the Fiscal Year 2005-2006 Town Manager's proposed budget for delivery to the Town Council on March 4, 2005.

Other items of interest during the month included:

- Attendance at the February 1st Annual Meeting of CRRA.
- In conjunction with the Chief of Police, participating in the NCTV February production of the "Talk to the Mayor" call in program.
- Participation in various personnel matters.
- Attending and participating in the Chamber of Commerce annual "State of the Town" program on February 11th.
- Participation in a meeting with staff and officials of a neighboring community regarding development opportunities.
- Attending the February 15th meeting of the CRCOG Municipal Services Committee.
- In conjunction with the Town Managers of Wethersfield and Rocky Hill, presented testimony before the Planning and Development Committee of the Connecticut Legislature regarding proposed legislation to prohibit contractual prohibitions against volunteer firefighting.
- Hosting and participating in the February 17th meeting of the Mid State Collaborative.
- Hosting and participating in a meeting with Town Managers and staff from neighboring communities regarding strategic planning and the potential for a regional recycling/ transfer station.
- Participation in a meeting of chief elected and chief administrative officials of MDC towns regarding various matters.
- Continuing the planning efforts for a business open house in spring 2005 for purposes of showcasing Town services for business.

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

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HIGHWAY DEPARTMENT	Overtime Hours	Cost
Vehicles and Equipment	25.90	\$ 966.59
Weekend Stand-by and Call-in	16.00	624.48
Road Maintenance	18.00	626.44
Snow Removal	<u>610.90</u>	<u>26,650.15</u>
Total	670.80	\$28,867.66
PARKS AND GROUNDS DIVISION		
Snow Removal	136.75	\$ 4,534.29
Cemetery	<u>11.00</u>	<u>880.99</u>
Total	147.75	\$ 5,415.28
POLICE DEPARTMENT		
	2004-05 Budget Overtime Appr.*	Overtime Expended Fiscal Year to Date
Patrol	\$ 715,266	\$502,779.42
Investigation	54,876	44,722.05
Communication	118,792	93,254.95
Education/Training	46,729	26,760.14
Support Services	31,048	12,802.56
School Resources Officer Grant	3,228	1,743.90
Animal Control	<u>15,597</u>	<u>5,521.15</u>
Total	\$ 985,536	\$687,584.17

*Includes transfers made mid-year

PERSONNEL

- Jamie Cipolla was appointed as a Police Recruit beginning March 15; she will begin training at the Academy on March 24.
- Testing and interviewing of certified candidates for Police Officer also took place during the month.
- Craig Holland, Groundskeeper I, announced his retirement effective March 31, 2005.

RISK MANAGEMENT

The seventh month of the 2004-2005 Blue Cross/Blue Shield plan year produced a combined paid claim total that was slightly higher than the estimates that were developed at renewal. The total claims were estimated at \$595,226 per month; the initial number for January 2005 came in at \$596,058.

INFORMATION SYSTEMS AND TECHNOLOGY

- Completed 121 work orders.
- Blocked over 28,876 SPAM/ unsolicited emails from reaching Town employees.
- Updated the Elderly Tax Credit Program 2005 used by the Assessor's Office.
- Scott Hoagland, Information Systems Specialist, updated the software application used by the public in the Assessor's Office in an effort to provide additional usability and security.
- Installed new Virtual Town Hall client software for all webpage maintainers.
- Configured a computer to be used by Facilities Management staff for making street signs.
- Installed SGIAS II Report Viewer for Registrars of Voters Office.
- Provided technical support for the annual State of the Town presentation to the Chamber of Commerce and for the Assessor's presentation on the 2005 revaluation to the Town Council.
- Roy Zartarian, Information Systems Specialist, assisted the Town of Tolland in the development of its budget reporting capabilities.
- Paul G. Boutot, Director of IST, attended a seminar on cyber security sponsored by the Department of Homeland Security – National Cyber Security Division.

- IST staff configured new hardware (servers) in preparation of the deployment, installation and configuration of Quality Data Systems' new software applications used by the Assessor's Office and Revenue Collector's Office.
- Mr. Boutot and S. Steven Juda, Town Assessor, met with CLT-Tyler staff to prepare for the migration of the Town's legacy (DOS) based Computer Aided Mass Appraisal system to CLT-Tyler's newer graphical user interface based on a modern database engine/structure.

FINANCE

Accounting and Administration

- Internal 2005-06 budget meetings continued.
- With the assistance of the Assessor and Town Planner, a cost benefit analysis of the Eddy Farm was undertaken. The projection showed that for every \$1.00 collected in tax revenue, \$2.68 is spent on Town services.
- A meeting was held with the Indian Hill Country Club to discuss the appraisal prepared by the Town Assessor and its related payment in lieu of taxes.
- A procedures manual for the Town's cash management and banking was finalized during the month.
- Director of Finance Bill Hogan attended a meeting of MDC Town officials to discuss issues related to the governance of the MDC, their proposed CIP and method of taxation.
- The Town received \$2,473,500 from the State for the ECS Grant which is 25% of its allocation.

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)
2/28/05

General Fund	\$41,155,505
Special Revenue Funds	1,536,417
Capital Projects Funds	4,601,588
Internal Service Fund	3,080,213
Trust and Agency Funds	1,259,177
TOTAL, ESTIMATED BY FUND	\$51,632,900

INVESTMENTS, BY INSTITUTION TYPE

Unaudited)
2/28/05

	Interest %		Interest \$		\$ Invested
<i>(Ave. Monthly Yield, Annualized)</i>	Current Month	Last Month	Current Month	Last Month	
STIF	2.55	2.43	\$65,949	\$37,716	\$34,084,882
CLASS PLUS	1.98	1.93	\$20,245	\$23,724	9,477,280
Sovereign Bank MM	2.99	2.84	\$18,725	\$18,157	8,070,738
Total Outstanding Investments					\$51,632,900

Assessor

- The 2005 town-wide real estate statistical revaluation process started this month. This involves working with appraisal and computer staff from CLT-Tyler.
- The Assessor's office was involved in the conversion of two software packages, the administrative package Quality, and the appraisal package Orion.

- A presentation to the Town Council was made with projections of likely changes due to the revaluation. The Council was apprised about the concept of more frequent revaluations.
- Approximately 260 residents were mailed application forms to continue receiving elderly benefits.
- Meetings and appointments for the Board of Assessment Appeals were arranged for March. The Board has scheduled 20 appeals to consider before the Grand List is finalized.
- The process of reading deeds of real estate transfers resumed after ceasing for the October 1, 2004 grand list. This process will be ongoing through November 2005.

Revenue Collector

- The Revenue Collector's office processed 972 transactions during the month of February. The amount collected on the current levy totaled \$512,996.57.
- File copies of bills were printed for all open accounts.
- Statements of unpaid taxes were mailed for 480 delinquent real estate accounts and 101 delinquent personal property accounts. Notices were mailed for unpaid parking violations issued during January.
- The file of 1,060 delinquent motor vehicle supplemental tax bills was sent to the Department of Motor Vehicles to restrict registrations. Notice of that action was sent to the vehicle owners.
- Data files were prepared and forwarded to Quality Data Service for conversion to new software.

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, POLICY TECHNOLOGY INFRASTRUCTURE

Opening Date: March 10, 2005

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

Opening Date: March 8, 2005

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

Opening Date: March 10, 2005

TOWN CLERK

- Land-recorded documents totaled 515--an 8% decrease from last month and a 12% decrease in activity from February 2004.
- The General Fund deposit was up 38% from February 2004 due to several large real estate transfers.
- There were 74 property transfers this month, with \$63,310.37 collected in state conveyance tax and \$27,530.20 collected in town conveyance tax.
- Property sales for the month were \$11,032,073.08. The largest property transfer was at 63-79 East Cedar Street which sold for \$1,650,000 from RB Single I, LLC to Newington Sovereign Bank Plaza, LLC.

Data Summary—February 2005

	<u>February 2005</u>	<u>February 2004</u>	<u>FY 2004-05 to Date</u>	<u>FY 2003-04 to Date</u>
Land Record Documents	515	581	5,282	8131
Dog Licenses Sold	22	19	438	716
Game Licenses Sold	59	121	1,032	968
Vital Statistics				
Marriage Licenses	8	11	134	138
Death Certificates	17	24	296	320
Birth Certificates	9	16	148	188
Total General Fund Revenue	\$43,299.53	\$29,432.29	\$527,438.74	\$465,584.28
Town Document Preservation	\$ 504.00	\$ 538.00	\$ 4,785.00	\$ 7,000.00
State Document Preservation	\$ 1,008.00	\$ 1,076.00	\$ 9,570.00	\$ 13,124.00
State Game Licenses	\$ 1,338.00	\$ 2,180.00	\$ 16,587.50	\$ 20,445.00
State Dog Licenses	\$ 218.00	\$ 120.00	\$ 2,850.00	\$ 2,767.00
Dog Licenses Surcharge	\$ 70.00	\$ 38.00	\$ 1,027.00	\$ 2,685.00
Marriage License Surcharge	\$ 152.00	\$ 285.00	\$ 2,546.00	\$ 1,748.00
Grand Total	\$46,589.53	\$33,669.29	\$564,804.24	\$513,353.28

REGISTRARS

- February 23 was the last day for vendors to submit bids with the Secretary of the State's Office for the contract for electronic voting machines in the State of Connecticut. By the November 2005 election each district will have at least one new electronic voting machine.
- The Registrars began their canvass with Lorton Data and also by telephone.
- Twenty nine new voter applications were received.

POLICE DEPARTMENT

- Nine entry level police officer candidates were given pre-offer polygraphs in February. Successful candidates will move onto backgrounds.
- The Certified Police Officer hiring process continued with a written exam and oral interviews scheduled at the end of February. Polygraphs are scheduled for March.
- The 5 tasers ordered under the Local Law Enforcement Block Grant (LLEBG) were received and instructor training was completed.
- A new grant application for the Memorial Day/Fourth of July DUI Enforcement was received Feb. 28, 2005. If granted, 75% of the costs incurred for this enforcement will be reimbursed by the State of Connecticut; 25% will be funded by the Town.
- Patrol officers responded to Matt's Gulf on Willard Avenue in February for a report of an alarm sounding. Officers found a person inside the store who was taken into custody without incident.
- Patrol officers responded to a local apartment complex for a suicidal person, armed with a rifle. After approximately 30 minutes of negotiations, the suspect came out of the apartment unarmed. He was sent to a local hospital for evaluation. Firearms were seized from the apartment.
- Patrol officers responded to a local convenience store for a robbery complaint in February. A male suspect held up the store and fled on foot before officers arrived.
- 38 offenses were the subject of investigation by Detective Division personnel in February.

FIRE DEPARTMENT

The Fire Department responded to 43 alarms/emergencies as follows:

	<u>February 2005</u>	<u>8 months Cum.</u>
Residential	13	158
Commercial, Industrial, Office	11	102
Hospital, School	3	28
Vehicle	0	19
Rescue, Police Assistance	1	19
Dumpster, Rubbish	0	6
Grass, Brush, Leaves	0	9
Hazardous Materials/Clean up	1	35
Investigative Alarm	3	46
False Alarm	0	0
Mutual Aid/Standby	1	5
Carbon Monoxide Investigation	10	48
Total	43	475

Response by Companies through 8 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>
412	321	259	210

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	17	112	7	23	296	13
Co. #2	17	51	3	10	56	6
Co. #3	11	34	3	12	76	6
Co. #4	12	33	3	13	65	5

*Average is to the nearest whole number.

Training Summary:

Deputy Chief Tom Lapierre reported 537 hours of training were provided to department members.

Officer Training	High Rise Operations	27 members	40.5 hours
Rescue Training	Cold Water Rescue	25 members	112.5 hours
Department Training	WMD low Level B Suits	53 members	106.0 hours
Multi-Company Training	Blood Borne Pathogens Hepatitis-TB and AED	76 members	152.0 hours
Other Training	WMD Incident Command	1 member	24.0 hours
	Pump Operations	3 members	6.0 hours
	Aerial Operations	2 members	96.0 hours

FIRE MARSHAL

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

Inspections	55
Inspection Follow-Ups	105
Plan Review	4
Job Site Inspections	12
Underground Tank Removal	0
Fire Investigations	1
Fire Alarm Trouble	2
Complaints	1
Haz/Mat	2
Bomb Threats	0
Blasting	0

- There were no significant incidents reported during the month which enabled personnel to concentrate on Fire Code inspections.
- Blasting permits were issued to Balf/Tilcon.

PUBLIC WORKS/FACILITIES MANAGEMENT

- A decision has been made to postpone the construction phase of the Garfield Street Bridge Replacement project for one year to allow the Police Department expansion to continue to completion without adding additional congestion to the area. Due to environmental permits and weather conditions the allowable window for construction is limited to the summer months. The construction phase will likely cause a two month closure of the west end of Garfield Street.
- The Public Works Director, Highway Superintendent, and the Garage Foreman attended an Environmental Protection Agency (EPA) Seminar regarding reporting forms and deadlines for storing hazardous materials. Reports will be required on a yearly basis.
- The investigation into the location of the leak in the underground gasoline tank of the Highway Garage continued. The piping and the tank will be tested to determine the exact location of the leak.
- The Public Works Director attended a meeting with staff members from the Towns of Wethersfield, Rocky Hill and Berlin on the possibility of establishing a regional site for a transfer facility and also a satellite location for the storage of sand and salt for winter operations.

Highway Department

- Christmas tree collection was completed and any remaining trees were picked up by the Town's refuse contractor.
- Sand usage was monitored and barrels filled at 13 locations throughout town; sand and salt were mixed for storm preparedness.
- Mailboxes were repaired as warranted.
- Brush was cleared along Town maintained waterway courses.
- Miscellaneous projects throughout the month included pothole patching, branch trimming, catch basin repairs, litter pick-up, and landfill product organization.
- Significant snow conditions requiring plowing and sanding occurred on four occasions in February, totaling 18" of snowfall.
- Equipment Operators Jim Wells, Brian Whalen, and Foremen Tom Ledoux and Dave Farley attended a course designed to train Public Works employees and define their roles as they relate to incidents of terrorism and weapons of mass destruction.
- The Repair Garage continued working on street sweepers for the upcoming spring program. Police vehicle equipment installation began with the arrival of new Police cars; repairs were made to snow plowing equipment as well as other equipment as required.

Facilities Management

- The Facilities Manager met with the HVAC Engineer planning the renovations to the vacated Police Department spaces. Several design parameters were considered.
- The Town Hall heating system continues to require constant attention with some minor breakdowns.

TOWN PLANNER

- Hartford Drive-In - Toll Brothers completed its preliminary traffic analysis for the proposed residential development (74 units) of this 13 acre parcel. A meeting was held with Newington and Wethersfield Mayors and administrative staff to discuss providing full site access to Back Lane rather than Prospect Street. Toll Brothers will need Special Exception and site plan approval for this project. The public hearing process will afford Wethersfield and Newington residents a formal opportunity to comment on the plan.
- 711 Willard Avenue - The Town Plan and Zoning Commission (TPZ) continued the public hearings on the proposal to restore the Martin Kellogg house at the northwest corner of Cedar/Willard. Additional embellishments to the façade fronting on Willard Avenue have been requested and reducing the layout from three (3) to two (2) lots has been recommended by staff to lessen development impact.
- Façade Improvement Program - The Town Attorney completed the contract with G. Donovan Associates, the construction company that that was awarded the bid to do the façade renovations at 1018-1040 and 1042-1046 Main Street. Once G. Donovan signs this contract a project schedule will be set. Capitol Studio Architects will be the Town's professional representatives to ensure that the new façades meet the expectations set by the property owners and Commercial Façade Renovations Committee.
- Phase II Town Center Streetscape - On February 2nd the State Department of Economic and Community Development (DECD) returned a fully executed contract for \$250,000 to construct Phase II Streetscape improvements. Request for Proposals for project engineer were advertised February 22nd with a response date of March 8th. The selected engineer will be responsible for project design, preparation of bid documents, construction inspection and contract administration.
- New Britain – Hartford Busway - On February 9th CRCOG reported that the Federal Transit Administration (FTA) lowered the rating of the Busway Project to “not recommended.” This is a setback for transit in the region as well as the ancillary station area plans and roadway improvements associated with the \$337 million project. CRCOG is committed to this project and will work with Connecticut DOT to address the FTA's concerns.
- Three Angels Church - TPZ continued public hearings on this project at the southeast corner of Church Street and Pane Road. The proposal requests approval for a 13,000 sq. ft. building with parking for 57 cars. Safe driveway locations and stormwater drainage control are two significant development concerns at this location.
- Plan of Conservation and Development - The Town Planner's Office is using GIS to update two important baseline components for the revised Town Plan's existing land use and vacant land parcels. This information is the starting point for determining where new development might occur as well as what properties have environmental limitations better suited for conservation uses.

BUILDING DEPARTMENT

- Three permits were issued for single family residences in Newington in February, 180 Roseleah Avenue, 995 Willard Avenue, and 24 Dacosta Drive.
- A Footing & Foundation Permit Only was issued for a single family residence at 404 Lloyd Street.
- Permits were issued for Stop & Shop at 44 Fenn Road for interior décor and department upgrades, renovation/remodeling of sales floor lighting, deli and produce departments and plumbing.
- Permits issued for the Town of Newington were: Senior and Disabled Center – Renovations to the I/R room; Police Department – Install sprinkler system in new addition; Chaffee School – Elevator installation.
- Assistant Building Inspector Steve Lattarulo sat on an oral board for the Town of West Hartford.
- Six Certificates of Occupancy were issued in February, all for single family residences (215 New Britain Avenue, 20 Strawberry Lane, 26 Strawberry Lane, 29 Strawberry Lane, 32 Strawberry Lane and 23 Maple Hill Avenue.

- Building Department Inspectors completed a total of 273 inspections: Above Ceiling (2), Cable (1), Chimney (1), CO (7), Code (8), Damp proofing (3), Deck (1), Electrical (57), Final (8), Footings (6), Foundation (1), Framing (33), Fireplace (2), Gas Line (5), Hoods (3), Insulation (9), Mechanical (28), Plumbing (34), Rebars (6), Roofing (1), Rough (42), Sill (1), Stairs (1), Tank (2), Telephone (1), Walk Thru (9), Windows (1).

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

S. J. Lattarulo	- National Electrical Code – February 9, 2005 - Concrete Specifications and Testing – February 24, 2005
A. W. Hanke	- National Electrical Code – February 9, 2005 - Concrete Specifications and Testing – February 24, 2005
J. Sinsigalli	- National Electrical Code – February 9, 2005 - Concrete Specifications and Testing – February 2, 2005
Pete Hobbs	- Fire Alarms – Components, Placement and handicap Accessibility - February 1, 2005 - Concrete Specifications and Testing – February 16, 2005

Building/Renovation Permit Statistics

Type of Permit	No. of Permits	Value of Permits
Addition/Alterations	15	\$707,398
Deck	0	0
Demolition	1	1,500
Electrical	18	363,928
FSS/Sprinkler	3	57,000
Footing/Foundation	1	0
Fuel Tank	1	500
Garage/Shed	1	500
HVAC	15	131,131
New Commercial	0	0
New Residential	3	323,817
Plumbing	1	123,700
Pool	1	2,740
Roofing/Siding	5	64,600
Sign	3	7,800
Tent	0	0
Trailer	0	0
Total	78	\$1,784,614

Permit Value Comparison for February:

	2005	2004
Value of Permits Issued	\$1,784,614	\$811,109
Building Permit Fees Received	\$26,050	\$13,600
Other Income Fees	\$1,898	\$1,852
Building Permits Issued	78	93

Total Value of Permits and Permit Fees:

2004-2005		2003-2004	
Value	Permit Fee	Value	Permit Fee
\$30,553,346	\$303,315	\$12,548,375	\$208,072

HEALTH DEPARTMENT

- Routine inspections for the month consisted solely of food establishments. Pre-operational inspections were made of Price Chopper (Berlin Turnpike), Panera Bread (Berlin Turnpike), and Quick-Stop (Willard Avenue). An inspection was also made of the renovation work currently being done at the Super Stop & Shop (Fenn Road).
- The regular quarterly meeting of the Town’s Environmental Quality Commission was held on February 8th. Discussions centered on recycling services at Town buildings (including the schools), the Earth Day 2005 clean-up (April 23), the MDC’s Household HAZWASTE Collection (April 30th), and the “Adopt-A-Road” (litter clean-up) Program.
- The Local Emergency Planning Committee’s Training Subcommittee met to discuss plans for an “Orientation” training exercise to be held in early March 2005. The purpose of this exercise is to familiarize new personnel in departments with emergency response roles with the Town’s current Emergency Operation Plan and their department’s specific role(s) in response to a large-scale emergency.
- On February 22 and 23, Robert Cosgrove, Public Health Coordinator, attended a two-day training session on “Emergency Response to Biological Terrorism.”
- Greg Mattus, Public Health Inspector, continues to attend meetings of the Capitol Region Emergency Planning Committee (CREPC) and Emergency Support Function #8 (Public Health & Medical Services), a subcomponent of the CREPC Regional Emergency Disaster Plan (The RED Plan).
- Local businesses are submitting their “Tier II” chemical listings (per federal law) and HAZMAT Notification Forms (per local ordinance). All such reports are also forwarded to the local Fire Department for emergency response planning purposes.

New complaints for the month numbered eight (8), none of any major significance.

Statistical Summary

	Monthly Totals	Year to Date	Last Year to Date
Food Establishment Inspections	65	103	63
Food Establishment Reinspections	9	11	7
Other Routine Inspections	1	10	12
New Complaints Received	8	21	12
➤ Complaint investigation made	8	16	12
➤ Notice of Violation issued by Public Health Coordinator	1	2	2
➤ Legal Order issued by Director of Health	1	2	0
➤ Complaint compliance recorded	0	9	9

HUMAN SERVICES

- The Youth-Adult Council will present the “Super Hoop-La” annual basketball game on Friday evening, March 4, from 4 pm – 9:30 pm at Mortensen Community Center. Funds raised go toward scholarships for Newington High School students.
- The following Early Childhood Council programs are scheduled at the Library:
 - “Getting Ready for Kindergarten” - March 23
 - “Making the Best of Pre-School Years” - April 6
- The Social Casework Program handled 66 active cases with 14 new referrals.
- Human Services Director Ken Freidenberg, Director of Senior and Disabled Center Services Dianne Stone, and Recreation Supervisors Kristine Kravontka and Sean Dwyer attended a regional meeting in Wethersfield on Community Inclusion.
- Director Freidenberg and Reverend Ken Brookes attended a regional meeting on “Faith in Action” and will be exploring local options.
- Positive Youth Development activities included:

- The sixth Cycle of ROPE (Rite of Passage Experience) was completed for sixth-graders at Martin Kellogg and John Wallace. St. Mary's School is scheduled for March.
- Winter/Spring SCORE after school programs included snow tubing, skiing and "Lights, Camera, Action."
- Youth Leadership Council met and scheduled their next event "Battle of the Brains" for March 19.
- 184 youth participated in youth programs and activities.
- The Youth and Family Counseling Program received 15 new referrals bringing the active caseload to 62 with 18 inactive and 4 closed cases. There were 109 therapy sessions provided and 147 contacts with families and other agencies.
- The Juvenile Review Board received two separate referrals during February.

February 2005 Statistics

Selected Programs	FY 2004-05 Undp. Total This Month	FY 2004-05 Undp. Total Last Month	FY 2004-05 Cum. Undp. Total YTD	FY 2003-04 Cum. Undp. Total YTD
Youth and Family Counseling	66	70	170	169
Positive Youth Development	184	127	2,250	1,935
Youth Works (Job Bank)	1	6	44	49
Information and Referral	*72	*109	*993	1191
Social Casework Cases Under 55 = 28 Over 55 = 38	*66	*74	*159	258
Food Bank Participants	72	66	699	691
Special Needs	4	7	84	85

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

SENIOR AND DISABLED CENTER

- Along with representatives from Human Services and Parks and Recreation, Dianne Stone attended a forum sponsored by the Real Choice Systems Change project which seeks to enhance the inclusion of persons with disabilities in the community.
- As a member of the National Accreditation Board for the National Institute of Senior Centers, Ms. Stone participated in the evaluation of several Centers' applications for accreditation, including a Center in Connecticut.
- Friday, February 4th, was awash in red as the Center participated in National Wear Red for Women's Health Day. Nurse Practitioner Stacie Zibel provided a presentation while Pfizer, as sponsor of the program, provided red dress pins, bracelets, and a plethora of information.
- Veronica Gomez from Community Relations at CL & P presented ways to keep homes both comfortable and energy efficient in an evening program on February 17th.
- A new program, *Writing Your Life*®, based on a concept and guidebook by Mary Borg, started in February. The group is facilitated by Mary Lau, a local resident, and has become enormously popular.
- Several changes were made in the Bingo program during the month in response to complaints, concerns and in order to ensure that the program is in compliance with state law regarding recreational bingo.
- The second phase of construction in the social service area began during February. The contractor estimates that the project will take two months to complete.
- The Center currently has 3,375 members with 23 new members in February. Members are required to renew every three years. A recent 'clean-up' of the database lowered the total active membership.
- Susie Toczko, Project Homeshare Coordinator, was a recent guest on WTIC 1080 to talk about the Homeshare Program. While the program aired quite early on a Sunday morning, it has already generated several inquiries.

- The Activity Group held a Valentine’s Day Dance at the Center with almost 60 people in attendance. This group supports adults with developmental disabilities and meets every week or so to go out for dinner, to the movies, to attend sporting events or to otherwise socialize with friends.
- Connecticut Special Olympics Winter Games took place on February 26th and 27th. Newington’s program competed in floor hockey.
- Social Worker Teri Snyder saw an increase in her caseload this month. The end of the heating season is putting pressure on many residents to make ends meet.

Dial-A-Ride		Wellness Clinic		Senior Café
Trips	Miles	On-site	Off-site	Meals Served
1,426	3,825	88*	21	810

*only 3 clinics

Project Homeshare

	Current Matches	Providers	Seekers	Counseling Calls
Newington	4	5	3	3
Other Comm.	6	33	52	39

PARKS AND RECREATION

Administration

- Renovations of the Mortensen Community Center began with the installation of new fire extinguishers and exit lights in the gyms; repainting the kitchen was completed by a community service worker.
- Newington Little League completed the design phase for replacement of the storage building at Clem Lemire Complex. Superintendent of Parks and Recreation Wendy Rubin is preparing to oversee the construction project.
- Superintendent Rubin met with the staff of Human Services to determine avenues of collaboration and support.
- The Sports Council has been rejuvenated and invitations have been sent to all sports groups in town for an upcoming meeting.
- Meetings with Recreation Program staff were held to continue the Strategic Planning process, completing the SWOT analysis and a first draft of goals. Parks & Grounds will complete a similar task.
- Kristine Kravontka and Sean Dwyer, Recreation Supervisors, attended a Tri-Town Collaborative Meeting with area Towns regarding programs for children with special needs.
- Ms. Kravontka attended a Connecticut Recreation & Parks Association Conference Planning Meeting, the CRPA Entertainment Showcase in East Hartford, and the Youth Adult Council Meeting.
- An intern began her program with Parks and Recreation, working on February vacation activities, Golf Tournament fundraising, and Teen Center event planning.

Recreation

- Newington High School donated their scoreboards to the Mortensen Community Center Gym.
- New doors were installed at the main entrance of the Community Center.
- Over 125 children participated in February vacation programs. Activities included Bingo, Preschool Classes, Rollerblading, Freeplay Basketball, Teen Center, and a Family Games Night.
- The Youth Basketball regular season came to a close in late February with playoff action scheduled for the first two weeks in March.
- The Teen Center held a pool tournament with 25 participants and averaged 66 participants on Fridays in February.
- The 2nd Grade Basketball Program concluded its season on Saturday, February 26th.

- Newington hosted the Connecticut Recreation and Parks Association State Basketball Hot Shot Contest Finals. Newington has had six winners over the last 12 years.
- 160 swimmers participated in the Indoor Pool program for the month. The pool also hosted a local scout troop to help them obtain their merit badge.
- Girls 5th and 6th grade and the 7th grade Travel Teams each came in first place in the Connecticut Girls Basketball League. Over 20 teams compete in each league.

Parks, Grounds and Cemeteries

- Parks Supervisor Dennis Bonitsky designed a landscaping plan for the Town Center Green.
- Responded to four snow removal events at schools and Town sites and numerous sanding events.
- Placed wood chips on the Robert Stanley Nature Trail entrance corridor and began brush clearing along the trail.
- Continued efforts to prune crabapple trees on Pane Road as weather permitted.
- Removed several dead trees at Churchill Park and Clem Lemire Field and removed two street trees.
- The rebuilding of the eight cemetery water stands (piers) was completed.
- Six crew members attended the Connecticut Groundskeepers Association seminars in Hartford.

LIBRARY

- The *One Book 4 Towns* project began officially. With the help of a State Arts and Humanities grant, the Newington library invited the surrounding towns (Berlin, Rocky Hill, and Wethersfield) to join in by reading *Home Town* by Tracy Kidder. A real life account of the lives of residents of Kidder's hometown of Northampton, MA, the book is a perfect way for residents to take a look at their own hometown and how it impacts their lives. Kidder himself will be available on the evening of May 18 for a presentation, reading, and autograph session at the Newington High School auditorium. Book discussions are planned for all four towns, as well as an afternoon of music and readings at the Keeney Center in Wethersfield on March 12th. State archaeologist Nick Bellatoni will speak on May 3rd regarding the archaeology of the four towns as well. A bus trip to Northampton is planned for Saturday, May 14th. A tour of the significant places that Kidder writes of in his book will be given by a Forbes Library staff member and genealogist who assisted Kidder in his research. Residents may pick up a copy of *Home Town* at the library.
- The four towns are also involved in planning one summer reading program. As one of the most popular and far-reaching library services, summer reading involves children, teens, and adults. Sharing ideas, performers, etc. is proving to be both cost-effective and a smart idea. Residents from all four towns can participate at whatever library they choose.
- Senior volunteers clocked in over 100 hours of time during February; library staff will honor them in April with a breakfast.
- The Children's Department offered 71 programs to a combined audience of 1,902 people. Highlights included school vacation specials, many visits by elementary school classes, and outreach to local day care centers and nursery schools.
- A new museum pass has been added to the selection of passes that are available to patrons - the Lutz Children's Museum. Library staff members are preparing for a new software package that will allow patrons to reserve passes in advance, either from the library or remotely.
- Head of Reference Diane Durette participated in the Capitol Community College student orientation before the start of spring semester at the new Newington site. Information on library services available for students on the college level, as well as other pertinent information, was disseminated.
- Programs for teens were a hit in February as a chocolate program and an afternoon of board games and pizza were attended by a roomful of teens. Library staff are preparing for the annual Poetry Slam for teens that will take place in early March.
- The library's homepage continues to see an increase in traffic. An average of 278 visitors a day was counted; the busiest day of the month was February 22, when 401 hits were recorded. With a total of 7,117 hits, the increase over last year was 10%.

- On-line reference database usage continues to increase. Searches from remote sites, including home, school, and office, numbered 2,693, an increase of 57% over last February. In-library searches were 3,023, a 110% increase over the same time last year.
- Reference questions of note during February include:
 - Chemical compounds in rubbing alcohol.
 - Garage door repair.
 - Speeches by African Americans.
 - History and photos of the Eddy Farm.
 - Radio stations that play all Beethoven music.
- During February, library usage included approximately 20,000 visitors, a circulation of almost 36,000, four Sundays during which an average of 764 items were checked out in a four hour period, and a total of 75 programs for close to 2,000 people.