



John Salomone
Town Manager

TOWN OF NEWINGTON

131 CEDAR STREET
NEWINGTON, CONNECTICUT 06111

OFFICE OF THE TOWN MANAGER

MEMORANDUM

To: Newington Town Council
From: John Salomone, Town Manager
Date: January 12, 2007
Re: Monthly Report – December 2006

GENERAL ADMINISTRATION

During the month, the Town Manager focused on a number of matters including working with department heads, the Mayor and members of the Town Council on various items as well as on a number of personnel issues. Other items of interest included:

- Contract negotiations with the IBPO union.
- Conducting a number of employee interviews.
- Meeting with the Town's consultant for Sexual Harassment Prevention Training.
- Meeting with pertinent staff members concerning a reorganization of the various Public Works functions.
- Meeting with the contractor for condominium refuse collection regarding several issues.
- Meeting with representatives of Theatre Newington regarding future collaboration.
- Attended the CRCOG Transportation Committee meeting and met with representatives of CRCOG to receive an update on the Busway project and other CRCOG projects.
- Speaking at a Fact Finding Hearing at the Capitol regarding the volunteer fireperson issue.
- Attending the Kiwanis Club sponsored holiday dinner and the "Night of Light's" ceremony in the Town Center.
- Met with the Board of Directors of the Newington Volunteer Ambulance Corps.
- Attending the CRCOG Municipal Services Committee Meeting.
- Attending the Mid-State Collaborative Meetings in Wethersfield.

Paid overtime for the month of December 2006 was as follows:

HIGHWAY DEPARTMENT	Overtime Hours	Cost
Vehicles and Equipment	11.60	\$ 482.66
Weekend Stand-by and Call-in	20.00	832.20
Road Maintenance	20.50	783.98
Leaves	<u>70.50</u>	<u>2,563.54</u>
Total	122.60	\$ 4,662.38

PARKS AND GROUNDS DIVISION		
Tree Lighting	8.00	\$ 270.96
Cemetery	26.00	919.62
Leaves	39.00	1,487.46
Tree Work	4.50	152.42
Total	77.50	\$2,830.46
POLICE DEPARTMENT		
	2006-07 Budget Overtime Appr.	Overtime Expended Fiscal Year to Date
Patrol	\$ 681,636.00	\$ 390,225.03
Investigation	73,048.00	38,955.51
Communication	57,035.00	55,688.38
Education/Training	54,837.00	29,199.25
Support Services	20,871.00	9,568.89
School Resources Officer Grant	3,349.00	2,760.12
Animal Control	11,000.00	3,009.64
Total	\$901,776.00	\$529,406.82

PERSONNEL

- A written examination was administered on December 1 to six candidates for Lieutenant in the Police Department. All six candidates received passing scores. An Oral Panel was convened on December 11; again all candidates received passing scores. Chief Richard Mulhall promoted Sgt. John Johnson to the position created by the retirement of Lt. Steve Clark.
- Officers Brendan Moon and Jason Saccente were promoted to the positions of Sergeant to fill vacancies created by Sgt. Johnson's promotion and the retirement of Sgt. Michael Tkac.
- Conditional offers of employment were extended to three candidates for Police Recruit pending successful completion of additional post-offer evaluations.
- A written examination was given on December 8 for several candidates for Equipment Operator III to replace Bryan Drapeau who retired. An Oral Panel was convened on December 14 for those who successfully passed the exam. Interviews were conducted by Frank Sanzo, Highway Superintendent, and me on December 20 of the top two candidates.
- Assistant Town Clerk Donna Dornfried resigned effective December 8. The position was advertised with a closing date of December 22.
- Oral panel interviews were held for eight candidates for the Youth Worker II position on December 20.

Professional Development

- A sexual harassment prevention training seminar was held for all new and recently promoted employees.

RISK MANAGEMENT

The fifth month of the 2006-2007 Blue Cross/Blue Shield plan year produced a combined paid claim total that was higher than the estimates that were developed at renewal. The total claims were estimated at \$678,637 per month; the initial number for November 2006 came in at \$682,129.

INFORMATION SYSTEMS AND TECHNOLOGY

- Completed 108 work orders.
- Blocked 80,308 SPAM/ unsolicited emails from reaching Town employees, an increase of 0.2% from the previous month.
- Blocked/ quarantined 419 viruses from entering the Town's network, an increase of 160.2 % from the previous month.

- The IST staff provided assistance to the Revenue Collector's Office in the production of the second installment billing and in the preparation of the electronic file sent to escrow services.
- The Town's web page had slightly more than 23,300 visits in December with calendar sections continuing to draw the most traffic.
- A complete version of map index data for importation into the new Town Clerk application was prepared and sent to the software developed for testing.
- Scott Hoagland, Information Systems Specialist, continued working with the Library's software vendor (OCS) on their Time Access/ Gatekeeper applications in preparation of bringing the applications online in January 2007.
- The Town's Technical Team reviewed additional Content Management Systems.
- Additional network security measures were deployed in response to published vulnerabilities in both Microsoft ® Word and Adobe ® Reader products.

FINANCE

Accounting and Administration

- The 2005-06 audit was completed during the month and filed within the December 31st filing deadline.
- 2007-08 preliminary budgets were submitted by departments. Department hearings are scheduled throughout the month of January and February.
- Work commenced on the 2006-07 mid-year budget transfers in preparation for the January 9th Council meeting.
- Finance Director Bill Hogan and Insurance and Pension Benefits Administrator Charlene Drzata met with representatives of the Lockton Benefit Group to discuss on a preliminary basis 2007-08 health benefit renewal issues.
- The Town received the second installment of the Pequot Grant in the amount of \$79,015, the Elderly Circuit Breaker in the amount of \$285,015 and the Manufacturer's PILOT in the amount of \$673,150.

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)

12/31/06

General Fund	\$23,998,057
Special Revenue Funds	2,283,151
Capital Projects Funds	680,864
Internal Service Fund	3,335,402
Trust and Agency Funds	1,412,446
TOTAL, ESTIMATED BY FUND	\$31,709,920

INVESTMENTS, BY INSTITUTION TYPE

(Unaudited)

12/31/06

	<u>Interest %</u>		<u>Interest \$</u>		<u>\$ Invested</u>
<i>Ave. Monthly Yield, Annualized</i>	Current Month	Last Month	Current Month	Last Month	
STIF	5.48	5.58	30,318	33,936	6,608,009
Banknorth	5.30	5.23	44,255	56,936	9,875,711
CLASS PLUS	5.00	5.02	30,358	29,595	6,605,499
Financial Investors Trust	5.15	5.07	11,776	10,915	2,616,984
Sovereign Bank MM	5.20	5.17	29,359	54,328	6,003,717
Total Outstanding Investments					31,709,920

Assessor

- The month was spent on preparation of the October 1 2006 Grand List which is to be certified on January 31st.
- The regular motor vehicle list was received from DMV and all were priced and entered.
- The majority of personal property forms were processed.
- The 2005 supplemental motor vehicle grand list was completed and released to the Tax Collector for January billing. It totaled \$24,301,780, which is down \$1,428,352 from the 2004 Supplemental Motor Vehicle Grand List, a decrease of 5.5%. The decrease in number of vehicles and total assessment is consistent with the experience of several other municipalities within the State of Connecticut.

Revenue Collector

- 12,158 Real Estate and 1,282 Personal Property Second Installment tax bills were printed and mailed. Real estate files were created and e-mailed to six tax service companies.
- The Revenue Collector worked with Quality Data in preparation for the January payment of the Supplemental Motor Vehicle file prior to printing and mailing.
- Tax Office staff updated addresses for real estate and personal property accounts for the second installment, as well as daily updating of addresses.

PURCHASING

RFP NO. 1, 2006-07, DEVELOPER OF AFFORDABLE, AGE-RESTRICTED HOUSING

Opening Date: August 22, 2006

Respondents:

Beach Investments, LLC, Rocky Hill
New Samaritan Corporation, Hamden

The Council authorized the Town Manager to work with New Samaritan Corporation to develop a draft agreement.

TOWN CLERK

- 644 documents were filed on the Newington Land Records during December.
- There were 48 property transfers with \$87,150.30 collected in state conveyance tax and \$51,321.33 collected in town conveyance tax.
- Property at 184 Fenn Road conveyed for \$3,450,000 from Stor-U-Self of Newington II, LP to Storage I (CT) LLC; and property at 337 Willard Avenue transferred for \$898,000 from Willard Avenue Realty LLC to Ramrau LLC.
- There were ten residential transfers each over \$300,000.
- On December 14, Town Clerk Tanya Lane attended a symposium in Middletown composed of the Town Clerks from the 25 Connecticut towns who had used the optical scan voting equipment for the November Election. The intent was to discuss procedures that worked and brainstorm improvements for the next election. It was agreed that a lot of work remains to be done, with a focus on better communication.

Data Summary--December 2006

	<u>December 2006</u>	<u>December 2005</u>	<u>FY 2006/07 to Date</u>	<u>FY 2005/06 to Date</u>
Land Record Documents	644	683	3,804	4,230
Dog Licenses Sold	26	19	380	393
Game Licenses Sold	77	261	726	804

Vital Statistics				
Marriage Licenses	18	12	154	143
Civil Unions	0	1	0	4
Death Certificates	15	25	129	133
Birth Certificates	19	7	147	74
Total General Fund Revenue	\$ 72,695.33	\$ 54,489.81	\$415,376.04	\$361,815.32
Town Document Preservation	\$ 1,233.00	\$ 1,302.00	\$ 7,133.00	\$ 5,314.00
State Document Preservation	\$ 1,236.00	\$ 1,304.00	\$ 7,152.00	\$ 8,150.00
State Treasurer (\$26 fee)	\$ 15,990.00	\$ 16,900.00	\$ 92,482.00	\$ 32,214.00
Locip	\$ 1,845.00	\$ 1,950.00	\$ 38,386.00	\$ 3,717.00
State Game Licenses	\$ 1,271.50	\$ 4,647.50	\$ 12,895.50	\$ 13,306.50
State Dog Licenses	\$, 184.50	\$, 136.50	\$ 2,789.50	\$ 2,836.50
Dog Licenses Surcharge	\$, 70.00	\$, 58.00	\$ 1,023.00	\$ 1,026.00
Marriage & CU Surcharge	\$, 171.00	\$, 152.00	\$ 1,634.00	\$ 1,482.00
Grand Total	\$ 94,696.33	\$ 80,939.81	\$578,871.04	\$429,861.32

POLICE DEPARTMENT

- The Office of Justice reimbursed the Town \$8,217.48 as part of the grant funding for the Community Services Officer position.
- In December, specific attention was given to seven different streets and neighborhoods (Garfield Street by Walsh Avenue, Cedar Street by Main Street, Robbins Avenue by Golf Street, Maple Hill Avenue by Standard Street, Candlewyck Drive by Lamplighter Lane, Stoddard Avenue by Jefferson Court and East Robbins Avenue by Longview Drive), where enforcement of speed, stop sign violations, and other violations took place. 42 Traffic Stops were made by the Community Services Unit for speeding, stop sign violations, and other violations.
- The Community Services Officer visited kindergarten and first grade classrooms in the Newington Public Schools as part of the "Officer Friendly" program in December. Also in December, a group tour of the Police Department facility was given to a local Girl Scout troop.
- The Community Services Officer attended the grand opening celebration of Citibank on the Berlin Turnpike and provided Ident-a-Kid identification cards to approximately 100 parents for their children.
- Fifty-two offenses were the subject of investigation by Detective Division personnel in December.
- Detectives investigated the untimely death of a 23 year old male at a Harding Avenue home. The male died from a gunshot wound during the early morning hours of December 23rd. The Connecticut State Police Major Crime Squad assisted Detectives with processing the scene.
- During the early morning hours of December 31, police were notified by the Hospital of Central Connecticut staff that they were treating an individual with a knife wound to the throat in the emergency room. After investigation, an assailant was charged with Attempted Murder, Assault 2nd degree, Kidnapping 1st degree, Robbery 1st degree, Larceny 6th degree, and Criminal violation of a Protective Order. He was held in lieu of \$500,000.00 bond.

Patrol Calls for December

AlarmBurg	128	F/Hazmat	1	Neighbor	7
AlarmHold	2	F/Other	9	Noise	15
Animal	26	F/Struc	13	Notification	8
AssaultIP	4	F/Veh	3	Open Door/Window	3
AssaultRep	5	F/Water	1	ParkingViol	8
Assist	37	Fingerprint	25	PropFound	11
BadCheckNSF	2	Followup	15	PropLost	7
BreachIP	6	Harassment	17	RecoveredMV	1

BreachRep	2	Hazard	20	RobberyIP	1
BurgIP	2	IllegalDumping	4	ServSubpoen	4
BurgRep	4	IndecentExp	1	ServWarrant	38
Car Seat	3	Intoxicated	14	Sexual Assault	1
Check	68	JuvComp	26	Shots	2
ClearLot	5	Land/Tenant	2	SpecDetail	27
Court	20	LarcFromMV	13	StolenMV	2
CrimMisIP	2	LarcIP	8	SuddenDeath	2
CrimMisRep	33	LarcRep	47	Suicide	1
CustomerIP	11	Location	89	SuicideAtt	2
CustomerRep	5	LockoutMV	4	Suspicious	68
Dog	37	LockoutResid	1	Susp MV Occup	16
DomesticIP	21	Medical	163	SuspMVUnocc	8
DomesticRep	12	Missing	4	ThreatRep	2
Drug	5	MVAAbandoned	8	TownOrd	4
DUI	2	MVAEvading	14	Traffic Stop	425
EDP	9	MVAFatal	1	TrespassIP	10
Escort	26	MVAInjury	15	TrespassRep	3
F/Alarm	22	MVAProp	111		
F/COno	2	MVAssist	62		
F/COsymp	2	MVComplaint	39	TOTAL FOR NPD	1,909

UCR/NIBRS Selected Crimes

Nov 2006

Nov 2005

Type of Crime	# of Offenses	Value of Crime	# of Offenses	Value of Crime
Murder	-0-	-0-	-0-	-0-
Forcible Rape	1	-0-	-0-	-0-
Robbery	2	\$308	-0-	0
Assault	9	-0-	5	-0-
Burglary	11	\$23,542	15	\$30,027
Larceny Theft	50	\$12,717	43	\$32,105
Auto Theft	1	\$36,567	6	\$62,263
Totals	74	\$73,134	69	\$124,395

- In October 2006 the Police Department arrested 63 adults: 1 for robbery, 11 for assaults, 1 for burglary, 1 for motor vehicle theft, 1 for forgery/fraud, 7 for narcotic violations, 9 for DUI, and 32 for other miscellaneous offenses. The Department also referred 12 persons under the age of 18 for criminal acts; 3 for assaults, 1 for burglary, 1 for vandalism, and 7 for other miscellaneous offenses.

Emergency Response Time Averages for Incidents in Progress

Type of Emergency	2004		2005		2006	
	# of Calls/Minutes		# of Calls/Minutes		# of Calls/Minutes	
Alarms	1636	/ 8.63	1690	/ 7.90	1652	/ 8.47
Assaults	50	/ 3.03	45	/ 2.39	41	/ 2.34
Bombs	2	/ 3.73	2	/ 4.10	0	
Breach of Peace	133	/ 3.40	98	/ 3.01	153	/ 3.60
Burglaries	19	/ 4.21	27	/ 5.50	25	/ 4.31
Criminal Mischief	66	/ 6.71	46	/ 6.53	53	/ 6.40
Customer Problems	106	/ 6.79	134	/ 6.19	98	/ 5.85
Domestics	247	/ 4.35	302	/ 4.66	311	/ 4.78

Emotional Disturbed Persons	105	/	5.71	130	/	6.27	120	/	6.94
Hazards	331	/	8.73	418	/	9.80	361	/	10.78
Indecent Exposures	3	/	9.63	3	/	5.73	9	/	8.21
Larcenies	169	/	7.14	156	/	5.53	99	/	5.83
Medicals	1906	/	5.27	1893	/	5.34	2020	/	5.64
MVA Injuries	164	/	4.00	178	/	3.87	148	/	3.83
Robbery	16	/	2.36	6	/	2.22	6	/	3.71
Shots	8	/	4.45	15	/	5.14	17	/	11.39
Sudden Deaths	19	/	4.74	16	/	4.92	21	/	4.53
Suicides	6	/	6.66	11	/	4.91	4	/	3.60
Suicides Attempt	20	/	4.31	33	/	5.13	34	/	7.04
Suspicious Persons	1116	/	5.63	1263	/	5.35	1261	/	5.46
Suspicious Vehicles	97	/	5.52	87	/	3.89	167	/	5.14
Threats	28	/	11.03	17	/	5.50	21	/	4.58

FIRE DEPARTMENT

The Fire Department responded to 63 alarms/emergencies as follows:

	<u>December 2006</u>	<u>6 months Cum.</u>
Residential	17	95
Commercial, Industrial, Office	4	27
Hospital, School	4	27
Vehicle	7	21
Rescue, Police Assistance	2	9
Dumpster, Rubbish, Grass, Brush, Leaves	4	22
Hazardous Materials/Clean up	3	18
Investigative Alarm	18	148
False Alarm	0	0
Mutual Aid/Standby	1	4
Carbon Monoxide Investigation	3	13
Water-related Incidents/Pump-outs	0	0
Total	63	384

Training Summary:

Training	Members	Hours
Hazmat Training/Refresher	32	182
Hazmat Communications		
Hazmat Spill Prevention		
Fire Investigation		
Blood Borne Pathogens		
Driver Safety		
Driver Training	58	219

FIRE MARSHAL

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

Inspections	21
Inspection Follow-Ups	40
Plan Review	5
Job Site Inspections	9
Underground Tank Removal	1
Fire Investigations	4
Fire Alarm Trouble	0

Complaints	3
Haz/Mat	2
Bomb Threats	0
Blasting	0

Incidents

- A fire in a single family home at 130 Summitt Street resulted in extensive damage to the residence.

PUBLIC WORKS/FACILITIES MANAGEMENT

- Participated in the DOT sponsored utility coordination meeting for the New Britain – Hartford Busway project. This project is 9.5 miles long and will include 11 bus stations, two of which will be located in Newington. The Newington portion of the project will also include a multi-use trail that will extend into New Britain. At this time DOT is anticipating that construction of the project may start in 2009.
- Initiated a grant application through CRCOG for the pavement rehabilitation project of Stoddard Avenue.
- In anticipation of receiving a \$700,000 grant from the State for the rehabilitation of Kelsey Street, Christian Lane and Church Street (from Kelsey Street to Revere Drive), information was obtained for review by DOT regarding accident data as well as traffic volumes.
- Traffic Maintenance continued the program of fabricating and installing signs for parks and municipal parking lots.

Highway Department

- Highway Department personnel completed the annual leaf collection program in early December. Approximately 14,000 cubic yards of leaves were collected this year.
- Miscellaneous projects completed throughout the month included: pothole patching, landfill organizational maintenance, tree branch trimming, catch basin cleaning, eviction disposal, water course maintenance, litter clean-up, equipment training, placement of sand barrels and disposal of concrete and bituminous from various projects.
- The central repair garage staff worked on transitioning from leaf collection equipment to preparing all snow fighting equipment for the winter season. New vehicle setup continued along with scheduled maintenance and emergency repairs to the town fleet.

Facilities Management

- Facilities Maintenance continued to experience HVAC malfunctions at Town Hall. Most recently there were water leakage problems in the Council Chambers.

TOWN PLANNER

The Town Planner worked on the following projects during the month:

- 690 Cedar Street Phase II National Welding Site Assessment: Field activities, including soil samples and ground samples from monitoring wells, were completed and submitted by the Town’s environmental engineer, Fuss & O’Neill, to a certified EPA laboratory for analysis. Test results should be ready by mid February.
- Town Center Phase II Streetscape Grant: The Town Planner has been advised by the Department of Economic and Community Development (DECD) that STEAP grant improvements will require re-bidding for all construction work, but professional engineering design and construction management will not have to be re-advertised. The project engineer, Maguire Group, will be contacted to verify that they are available to revise the project manual and bid specifications.
- Griswoldville / Deming Street Traffic Signal: The signal and roadway widening was completed and certified by the project traffic engineer November 27. However, frequent signal timing malfunctions have occurred subsequent to this certification necessitating both the Town and ConnDOT to direct the signal contractor to repair defective equipment. The Town Planner has informed the developers

of the Walgreen's and Waverly Drive subdivision, which posted the bonds for the signal and road improvements, that their sureties will be held until the signal is properly working.

Development Projects:

- Shoppes at East Cedar Street – The Town Plan and Zoning Commission's (TPZ) denial of the gas station component of this project has been appealed to Superior Court. The developer has also resubmitted a new application for the gas station / convenience store requesting the Commission to reconsider the same site plan design.
- Cedar Ridge Commerce Park - At its December 20th meeting the TPZ voted to deny the request to subdivide the 28 acre Connecticut Children's Medical Center's property into four commercial lots. The Commission cited the applicant's proposal to quarry and remove off-site 775,000 cubic yards of rock requiring an estimated 104,000 truck trips as unsafe and beyond the scope of typical subdivision grading. Also cited as a deficit was the subdivision's street design that failed to provide for future connection to Russell Road.
- 68-80 Maple Hill Avenue - The Commission is hearing an application that proposes to combine two separately owned properties into a 2.7 acre tract for re-subdivision into 10 12,000 sq. ft. single family lots. Neighbors have expressed concerns about storm water run off and additional traffic.
- Deming Street Active Adult Housing - Public hearing and site plan petitions are being reviewed by the TPZ for 23 proposed detached single family homes on the 7 acre former Peckham Farm property on the west side of Deming Street. This parcel currently has the old barn and silo and a small residence that would be demolished. The developer is proposing a private road and a homeowner's condo association.

BUILDING DEPARTMENT

- Two permits were issued for single family homes in Newington in December (15 Audubon Avenue and 70 Kelsey Street).
- Five permits were issued for the Town of Newington in December: 3 Fire Suppression / Sprinkler Permits (Elizabeth Green School and Ruth Chaffee School), Mechanical Permit (Newington High School to install an air conditioning system), and an Electrical Permit for four new light poles with underground conduit and wiring (Clem Lemire Field).
- A Certificate of Occupancy was issued for McDonald's on December 28, 2006. They opened for business on Friday, December 29, 2006.
- Work continued on the new Stew Leonard's building.
- Ten Certificates of Occupancy were issued in December, six for single family houses (122 Sterling Drive, 7 Memory Lane, 128 Sterling Drive, 134 Sterling Drive, 140 Sterling Drive, and 10 Barkledge Drive), four for commercial (Butterfly Life, 28B Fenn Road, a building for tenants and warehouse at 176 Kelsey Street, La-Z-Boy Furniture at 3050 Berlin Turnpike and McDonald's at 2355 Berlin Turnpike).
- Building Inspectors completed a total of 400 inspections: Above Ceiling (2), Alarm (4), Chimney (1), CO (32), Code (4), Decks (6), Drains (4), Electrical (90), Final (8), Footings (25), Foundation (14), Framing (39), Gas Fireplace (3), Gas Line (13), Gypsum (6), Hood (5), Hot Water Heaters (1), Insulation (11), Mechanical (31), Plumbing (44), Pool (1), Rain Leaders (1), Rebars (13), Roofing (6), Rough (10), Shed (1), Siding (2), Site (9), Sprinkler (6), Tank (3), Water Proof (4), Wood / Pellet Stove (1).

Building/Renovation Permit Statistics

<u>Type of Permit</u>	<u>No. of Permits</u>	<u>Value of Permits</u>
Addition/Alterations	18	\$538,596
Deck	1	7,400
Demolition	0	0
Electrical	41	211,528
Fence	0	0
Fire Suppression/Sprinkler	6	22,000
Footing/Foundation	0	0

Fuel Tank	4	91,766
Garage/Shed	3	6,104
Mechanical	29	568,062
New Commercial	0	0
New Residential	2	400,073
Plumbing	21	91,880
Pool	0	0
Roofing/Siding	14	422,687
Sign	7	16,780
Tent	0	0
Trailer	<u>0</u>	<u>0</u>
Total	146	\$2,376,876

Permit Value Comparison for December:

	2006	2005
Value of Permits Issued	\$2,376,876	\$3,723,126
Building Permit Fees Received	\$22,086	\$57,470
Other Income Fees	\$1,146	\$2,531
Building Permits Issued	146	145

Total Value of Permits and Permit Fees:

2006-2007		2005-2006	
Value	Permit Fee	Value	Permit Fee
\$40,031,134	\$451,894	\$15,367,392	\$243,208

HEALTH (CENTRAL CONNECTICUT HEALTH DISTRICT)

Staff members serving Newington:

- Attended a meeting with staff of the Newington Planning & Zoning, Building, and Fire Departments to discuss the plan review and approval process.
- Participated in a Flu Clinic at the Berlin Community Center.
- Performed numerous pre-operation inspections at the new McDonalds restaurant on the Berlin Turnpike.
- Performed pre-operation inspections at the Green Tea China Bistro for a new Italian Kitchen being added.
- Received smoke test training for new and existing restaurant hood systems and performed a smoke test at a new Wethersfield restaurant.
- Received training from the Chief of Environmental Health Services on the use of a focused food service inspection form and also standardized the inspection process.
- Met with Building Official and Newington Historical Society to discuss Young Farm improvements.

Statistics

Complaints	10
Day Care Inspections	2
Food Service Inspections	45

HUMAN SERVICES

- During December, the Holiday Program distributed toys and gifts to 270 households consisting of 580 residents. Over 700 toys and gifts were received as Newington residents and organizations were extremely generous through donations and contributions. Staff with the assistance of 30 volunteers coordinated the distribution which included homebound deliveries.
- The Social Casework Program had 27 new referrals and an active caseload of 82.
- Use of the Food Bank, Clothing Closet remained constant.

- Special Need requests continued to increase with 27 households approved for basic need assistance. Residents receiving assistance have an income of 151% of poverty which is the federal guideline.
- Human Services Director Ken Freidenberg attended several regional meetings dealing with mental health, youth violence and vandalism, health and emergency response.
- The department consulted with and provided a letter of support for a regional tobacco prevention grant submitted by the Central Connecticut Health District.
- The Youth and Family Counseling Program experienced a caseload of 45 active cases, 4 inactive and 10 closed cases. There were 20 new referrals; 73 clinical therapy sessions were provided and 135 contacts made with families and other agencies.
- Positive youth development activities were offered including:
 - The fourth cycle of ROPE for sixth graders.
 - Planning for an alternative program for Martin Kellogg 7th grade students who are unable to attend the Williamsburg trip in May.
 - SCORE vacation programs for middle school age youth with such activities as Rock 'N' Rollin, Sleigh & Skate, Snow Tubing and Bowling, Lunch & a Movie.
 - Coordinator Karen Futoma also facilitated several SCORE programs including Mad Science, Show Me the Money and Fun with Fleece.
 - The High School Adventure Club offered trampoline and indoor rock climbing.
 - The new Winter/Spring SCORE brochure was completed and will be distributed in January.

December 2006 Statistics

Selected Programs	FY 06-07 Undp. Total This Month	FY 06-07 Undp. Total Last Month	FY 06-07 Cum. Undp. Total YTD	FY 05-06 Cum. Undp. Total YTD
Youth and Family Counseling	47	60	109	104
Positive Youth Development	337	173	2,149	1,678
Youth Works (Job Bank)	4	9	33	25
Information and Referral	268	317	1,300	1,137
Social Casework Cases	82	78	190	176
Under 55 = 36				
Over 55 = 46				
Food Bank Participants	74	58	449	487
Special Needs	21	17	115	73

SENIOR AND DISABLED CENTER

- The Kiwanis Club held its annual Senior Christmas Party on December 11th at the Mortensen Community Center. Many seniors, Town Council Members, Commission on Aging and Disabled members and Town staff enjoyed the meal served by the Key Club.
- AARP 697 had record attendance at their annual Holiday Luncheon on December 12th at the Chowder Pot.
- The Senior and Disabled Center hosted a meeting of the Connecticut Association of Senior Center Personnel on December 5th.
- Newington Girl Scout Troop #510 members joined a group of older adults for a pizza dinner on December 1st. The Scouts interviewed the seniors as part of a project to develop biographical sketches.
- Center nurse Stacie Zibel presented a program on Normal Pressure Hydrocephaly (NPH), also known as the Alzheimer's Imposter, on December 7th. This program was provided as a turnkey kit from the National Council on Aging (NCOA).
- On December 14th, Center member Claire Tucker led a beading class.
- Newington Memorial Funeral Home sponsored a sell out Holiday Social on December 15th that featured refreshments and impromptu caroling.
- The Red Hat Divas are officially registered with the National Red Hat Society and continue to plan activities.
- Regular programs like Mah Jong, Scrabble and Chair Aerobics continue to grow in popularity and attendance.

- Students from John Paterson and from Anna Reynolds reached out to older adults this month with handmade placemats and candy canes with poems. These were delivered to very appreciative Meals-On-Wheels participants.
- The end of the year also brought the end of the open enrollment period for Medicare Part D. Staff and volunteers assisted residents and fielded calls right up until the close of business on December 29th.
- The Center's street appeal was enhanced this month with the long awaited installation of a new sign on the existing brick sign on Cedar Street.

Dial-A-Ride

Wellness Clinic

Senior Café

Trips	Miles	On-site	Off-site	Meals Served
1,210	3,739	N/A	N/A	1,005

Project Homeshare

	Current Matches	Providers	Seekers	Counseling Calls
Newington	6	13	6	4
Other Comm.	8	46	65	12

PARKS AND RECREATION

Administration

- The month was focused on budget planning and incorporating the recommendations of the Master Plan into the budget and CIP process with help from P&R Board members.
- Superintendent of Parks and Recreation Wendy Rubin was elected Chair of the Employee Health & Safety Committee.

Recreation Division

- Basketball Team selection was held with over 120 volunteer coaches. Staff Training and a Referee Clinic was held for 30 staff members. National Youth Sports Coaches Association Training was provided to all volunteers and staff.
- Santa's Workshop was held at the Kellogg Eddy House and over 450 children visited with Santa.
- The Second Annual Newington "Night of Lights" on Saturday, December 9, in the center of town was attended by approximately 450 people. The event combined the Christmas Carol Sing and the Tree Lighting Ceremony and was co-sponsored by the Chamber of Commerce.
- The Kiwanis Club Senior Holiday Banquet was Monday, December 11. 150 seniors enjoyed a dinner and entertainment.
- Indoor pool concluded its fall session. 80 residents participated in the Red Cross Learn to Swim Program
- Three new special events were held in December including Holiday Pet Photos in conjunction with the Humane Society, Holiday Candy Contest and Letters to the North Pole. With the help of the Newington High School Key Club, over 50 letters sent to the North Pole were responded to by Santa's Elves.

Parks & Grounds Division

- Parks personnel continued with leaf pickup through December 20, aided by fair weather conditions.
- Repairs were made on snow removal equipment, mowers and trimmers were stored, and plowing and sanding equipment tested.
- At the Newington High School baseball field, a repair was made to slow or stop a chronic water leak in the third base dugout area.
- Three new benches and trash containers were installed at Mill Pond Falls to replace deteriorated ones at this popular area.

- Under the direction of the Tree Warden, a contracted tree service removed four street trees as well as the birch tree in the Town Hall courtyard. The tree service also addressed deteriorated oak trees at Elizabeth Green School to trim and remove dead branches and provide maximum lighting.
- At the request of Wallace School personnel, Division employees removed three pine trees and pruned several others to cure sap and light problems.
- The Parks and Grounds Division began installation of 300 cubic yards of Town-funded wood play chips at Anna Reynolds School and Paterson Middle School.
- As Christmas approached Division members redoubled grounds work efforts at Center and West Meadow Cemeteries to provide an attractive and safe site for holiday visitors. Division personnel also performed 14 interments during December.

LIBRARY

- The combination of school vacation week and holiday closings made for an extremely busy time during the month. Circulation figures topped 29,000, and 17,764 people entered the building, an 8% increase over last December.
- 1,351 children and their caregivers attended 47 programs. Highlights included a *Movie Matinee*, chess playing, a concert by Amy Rogell for younger children, the annual Sam Pascoe concert co-sponsored by Newington Kiwanis, and *Bubble-Mania*, a show by professional performer Casey Carle. This program was enjoyed by an audience of 155 and held at the Senior and Disabled Center. Preschool outreach programs and field trips by many classes rounded out the month.
- The Friends' sponsored museum and attraction passes were in high demand as families flocked to area sites with the free or reduced rate passes in hand. Newington families used passes 47 times, traveling to the Basketball Hall of Fame, The Wadsworth Athenaeum, and the Mashantucket Pequot Museum, among many others.
- Seven programs for adults and teens attracted 100 participants. *Henna Tattoos* and *Magic the Gathering* fantasy game-playing were enjoyed by teens. Book discussions, movies, and one travel program were also offered to residents.
- Preparations began during the month for the onset of tax season. Since public libraries are now the sole distributors of the much sought after tax forms, every attempt is made to have as complete an inventory as possible.
- Among the many online reference databases available to the public, the Grolier Encyclopedia was the most used source during December. It is a dual source, in that older students can access the more detailed version, and younger students use the multi-media portion.
- Topics of note that were researched this month included:
 - Mercator projection map.
 - In what order the candles on a menorah are lit.
 - Victorian decorating for Christmas.
 - Oxidative stress.
 - Weapons of the Civil War.
- Training for staff occurred throughout the month in preparation for PC Reservation - a computerized system that will manage the reservations and time allowed to patrons who use the internet computers in the library. The "go live" date is January 9th.
- 4,609 reference questions were answered and 1,013 items were processed and added to the collection. From March through December, 229 welcome letters were sent out to new residents. Internet use soared, as 2,901 hours of public use were recorded, a 40% increase over that of last December.
- Elevator malfunctions continued during December. More repairs were made, and more were authorized to be made in January. Parking for library patrons continues to be a problem, especially when functions are taking place in Town Hall, Mill Pond Park, and the Library simultaneously. Discussion began about how we can best make use of the vacant Mill Street lot that was purchased by the Library Board of Trustees a few years ago. There is a possibility that, with some work, it can become a daytime parking annex for residents and patrons visiting any of the Town buildings in the area.
- Budget preparation was completed for presentation to the Library Board of Trustees in early December.