



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: Marian Amodeo, Acting Town Manager  
Date: March 17, 2006  
Re: Monthly Report – February 2006

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#### GENERAL ADMINISTRATION

The month of February was devoted to making final budget preparations and presentations to the Town Council. Preliminary meetings were convened for the purpose of preparing for upcoming contract negotiations with IBPO and AFSCME locals. Regularly scheduled Town staff team meetings were held so that I could be as informed as possible about the daily operations of the Town and well prepared to make decisions regarding issues of importance. I was also in contact with interested residents who had ideas and comments to share about Town matters.

Other items of interest during the month included:

- A trip to the Stew Leonard's facility in Danbury with a contingent of Town staff and the Mayor for a tour and introductory meeting with Stew Leonard, Jr. and his team,
- Attendance at the Police Department Promotional Ceremony for officers who achieved Sergeant and Master Police Officer status,
- A presentation at the Chamber of Commerce State of the Town breakfast,
- A presentation to retiring Police Officer Brian Skehan at a reception in his honor,
- A meeting of the Quad-Town Managers with State Representative Sandy Nafis,
- Attending a breakfast meeting/presentation at the MDC regarding the proposed sewer replacement project,
- Attending a meeting with Town staff and representatives from CONNDOT and CRCOG regarding the proposed New Britain/Hartford Busway.
- Attending an open house at the Senior and Disabled Center regarding the Busway project,
- Serving as the guest speaker at the Senior and Disabled Center's Coffee Talk Friday morning program,
- Participating in various personnel matters.

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

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<b>HIGHWAY DEPARTMENT</b>	<b>Overtime Hours</b>	<b>Cost</b>
Vehicles and Equipment	2.80	\$ 112.17
Weekend Stand-by and Call-in	16.00	644.80
Road Maintenance	12.50	421.72
Snow Removal	<u>568.20</u>	<u>25,548.93</u>
Total	599.50	\$26,727.62
<b>PARKS AND GROUNDS DIVISION</b>		
Snow Removal	240.85	\$ 10,069.94
Cemetery	<u>25.00</u>	<u>1,045.25</u>
Total	265.85	\$ 11,115.19
<b>POLICE DEPARTMENT</b>		
	<b>2005-06 Budget Overtime Appr.</b>	<b>Overtime Expended Fiscal Year to Date</b>
Patrol	\$ 723,778.00	\$ 484,412.96
Investigation	73,292.00	49,870.59
Communication	125,605.00	114,941.66
Education/Training	50,136.00	28,213.94
Support Services	20,000.00	17,968.32
School Resources Officer Grant	3,349.00	1,400.67
Animal Control	<u>11,000.00</u>	<u>7,651.06</u>
Total	\$1,007,160.00	\$ 704,459.20

## PERSONNEL

- Almost 130 applications were received for the Groundskeeper I position which had been advertised to the public. A written examination will be administered in March to the most qualified candidates.
- Derek Messier, one of the newly hired certified Police Officers, gave notice that he was resigning for personal reasons.
- The recruitment process for entry level Police Officer continued during the month.

## Professional Development

- Greg Mattus, Public Health Inspector, completed the first of eight half-day seminars in the "Supervisory and Management Certificate Program" sponsored by the Connecticut Department of Public Health.
- Five members of the Parks and Grounds Division attended the Connecticut Groundskeepers Association educational session in Hartford.
- Wendy Rubin, Superintendent of Parks and Recreation, attended NRPA Congress Program Committee meetings in Seattle, Washington.
- Assistant Superintendent of Parks and Recreation Ted Fravel attended a seminar sponsored by the Connecticut Parks Association on the "Do's and Don'ts of Geese Removal" and a program illustrating the new types of artificial grass sport surfaces.
- Highway personnel attended a University of Connecticut sponsored class on roadway construction training. Topics included work zone safety and excavation and trenching.
- Highway Mechanics attended a two day Ford factory training session focusing on the Ford 6.0 liter diesel and new Ford computer diagnostic software.
- The Town Clerk, the Superintendent of Parks and Recreation and the Director of Human Services completed the last two seminars (of a four-part presentation) on Leadership Strategies.
- The Public Works Director and the Engineering Technician attended a technical seminar on concrete products for Storm Water Management.

## **RISK MANAGEMENT**

The seventh 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 January 2006 came in at \$592,680.

## **INFORMATION SYSTEMS AND TECHNOLOGY**

- 97 work orders were completed.
- 28,071 SPAM/ unsolicited emails and 208 viruses were blocked from reaching Town employees.
- Work on the replacement of telephone cabling between the Town Hall and the Library began. The existing underground telephone wiring was damaged by a backhoe incident six years ago. Repairs to splices are failing and are no longer feasible.
- The department assisted in the development of a web page for the Healthy Newington program.
- The Town's home page has two new features. As the result of a software upgrade, short term emergency notices can be posted. The second new feature is the formal conversion to the site search application developed in house with Google® technology.
- The web site had slightly more than 23,000 visits in February. The Employment section and both town-wide and program calendars continue as the most frequently used sections.
- Gregg Breton, GIS Coordinator, helped extract GPS data and prepare maps for the Parks & Recreation Department and Eagle Scout Brian Barnicle. Data and maps were utilized to illustrate a cross country course and walking trail for the Young Farm. Maps will be located on site to assist residents looking for a great place to run or walk.
- Prepared 22 custom maps (40" X 28") of recreational areas to be used to help staff reference and manage all recreational assets.
- Prepared maps for the Highway Department to help support a mandated catch basin inventory and cleaning program. Maps will be used to reference catch basin identification for use in managing the amount of sediment removed.
- Entered into a Beta/ Trial program with the Metropolitan Water District (MDC) in an effort to streamline data collection for outfall collection. The MDC provided the Town with ArcPAD software, a Dell Axim Pocket PC, and Pharos GPS unit to assist with this project.
- Worked with the Human Services Director to provide mapping locations of all Town owned sidewalks to document walking paths/trails for Town residents.
- Met with the Engineering Department to discuss ongoing efforts for updating local wetlands. This project is nearing completion with a public hearing scheduled for March 21, 2006 by the Conservation Commission.
- Created eight custom maps (40x28) of each of the Town's schools for Richard Klett, Director of Security, Newington Board of Education, for distribution to each principal.
- Tested and installed new software for the Library's downloadable audio book project.
- Updated the Assessor's Office public kiosk computer to reflect updated revaluation data.

## **FINANCE**

### **Accounting and Administration**

- Final work on the Town Manager's 2006-07 budget was completed during the month.
- Finance Director Bill Hogan attended the annual CRRA meeting at which the 2006-07 "tip" fee was approved. It was reduced from \$70 to \$69 per ton which is a savings to the Town of approximately \$15,000.
- The second installment of the ECS grant was received during the month in the amount of \$2,579,762.

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)

2/28/06

General Fund	\$42,170,343
Special Revenue Funds	1,819,234
Capital Projects Funds	806,448
Internal Service Fund	3,162,763
Trust and Agency Funds	1,250,179
TOTAL, ESTIMATED BY FUND	\$49,208,965

INVESTMENTS, BY INSTITUTION TYPE

Unaudited)

2/28/06

	Interest %		Interest \$		\$ Invested
Ave. Monthly Yield, Annualized	Current Month	Last Month	Current Month	Last Month	
STIF	4.67	4.49	52,113	26,783	13,093,188
CLASS PLUS	4.22	3.94	28,399	29,680	9,082,018
Banknorth	4.60	4.60	53,453	34,717	15,038,300
Sovereign Bank MM	4.97	4.60	44,726	48,351	11,995,459
Total Outstanding Investments					\$49,208,965

**Assessor**

- The Assessor's office organized and scheduled 210 appointments for the Board of Assessment Appeals for property owners on the October 1, 2005 Grand List. These meetings will occur in March.
- The process of reading deeds of real estate transfers was resumed after ceasing for the October 1, 2005 Grand List preparation. This process will be ongoing through November 2006.
- Approximately 260 residents were mailed application forms to continue receiving elderly benefits.

**Revenue Collector**

- The staff of the Revenue Collector's office processed 980 transactions during the month of February. The amount collected on the current levy totaled \$852,214.64.
- Statements of unpaid taxes were mailed for 531 delinquent real estate accounts, 97 delinquent personal property accounts and 1,144 delinquent supplemental motor vehicle accounts.
- Notices were mailed for unpaid parking violations that were issued during the month of January.
- The file of 6,609 delinquent motor vehicle tax bills was sent to the Department of Motor Vehicles to restrict registrations.

**PURCHASING**

**BID NO. 6, 2005-06, MAPLE HILL AVENUE/CHURCH STREET PAVEMENT REHABILITATION**

Opening Date: March 15, 2006

**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

The bid was awarded to Trash Away for their low bid per dwelling unit.

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

Opening Date: January 6, 2006

Bids were received by the Police Department Renovation/Expansion Project Building Committee and recommendations will be made to the Town Council in March.

BID NO. 19, 2005-06, HIGHWAY DEPARTMENT TRAILER

Opening Date: March 17, 2006

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

A final decision is pending.

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. 7, 2005-06, EMPLOYEE INSURANCE AND BENEFITS AGENT OF RECORD

Opening Date: March 1, 2006

Respondents

TD Banknorth Insurance Group, Wethersfield  
 Ovation Benefits Group, Farmington  
 Mercer Health & Benefits, Hartford  
 Beacon Financial, Monroe  
 Lockton Benefit Group, Farmington  
 Savino, Sturrock & Sullivan, East Hartford

The proposals are under review.

RFP NO. 9, 2005-06, AGENT OF RECORD (Property, Casualty and Liability Insurance)

Opening Date: March 1, 2006

Respondents

Thomas Fahy Insurance Associates, West Hartford  
R. C. Knox and Company, Hartford  
Webster Insurance, Waterbury

The proposals are under review.

**TOWN CLERK**

- 424 documents were filed on the land records in February representing a 17% decline from the number of documents recorded in 2005, as well as a 17% decline in overall revenue collected.
- There were 54 property transfers with \$24,283.50 collected in State conveyance tax and \$9,657.00 in Town conveyance tax.
- Property sales for the month totaled \$4,856,700.00. The largest transfer was on Fenn Road for \$655,000 from Carducci Enterprises LLC to Progressive Casualty Insurance Company.
- The Town Clerk's office has placed a Citizen Survey on the counter for residents and visitors to complete.
- Last year the Town Clerk began a project involving the permanent retention of Veterans' Discharge papers. A vendor was contracted and copies of these records (totaling several hundred files) were obtained. During the last year, as time allowed, the records were copied into an archival ledger. The project has been completed, thus preserving these records for posterity.

**Data Summary--February 2006**

	<u>February 2006</u>	<u>February 2005</u>	<u>FY 2005-06 to Date</u>	<u>FY 2004-05 to Date</u>
Land Record Documents	424	515	5,070	5,237
Dog Licenses Sold	19	22	425	436
Game Licenses Sold	47	59	1,147	946
Vital Statistics				
Marriage Licenses	14	8	176	164
Civil Unions	2		7	
Death Certificates	41	17	215	208
Birth Certificates	86	9	341	127
Total General Fund Revenue	\$ 24,770.05	\$ 43,299.53	\$429,076.49	\$527,347.74
Town Document Preservation	\$ 751.00	\$ 504.00	\$ 7,591.00	\$ 4,795.00
State Document Preservation	\$ 762.00	\$ 1,008.00	\$ 9,680.00	\$ 9,570.00
State Treasurer (\$26 fee)	\$ 9,620.00		\$ 71,526.00	
LOCIP	\$ 1,110.00		\$ 8,253.00	
State Game Licenses	\$ 1,036.00	\$ 1,338.00	\$ 11,488.50	\$ 16,587.50
State Dog Licenses	\$ 118.00	\$ 218.00	\$ 3,054.50	\$ 2,850.00
Dog Licenses Surcharge	\$ 42.00	\$ 70.00	\$ 1,110.00	\$ 1,027.00
Marriage & CU Surcharge	\$ 95.00	\$ 152.00	\$ 1,710.00	\$ 2,629.00
Grand Total	\$ 38,304.05	\$ 46,589.53	\$543,489.49	\$564,806.24

## **REGISTRARS**

- The processing of data from the November election was completed.
- The mandated voter canvass was begun.
- 29 new voter applications were received.

## **POLICE DEPARTMENT**

- Patrol Officers Daniel McAloon and Ralph Chater were sworn in during the month and are currently in the FTO (Field Training Officer) Program.
- Newly promoted Sergeants Michael Morgan and John Zematis completed their in-house Sergeant's Training Program. This program consisted of 80 hours of training.
- Sergeant John Zematis attended First Line Supervisory Training at the State's Training Academy - a 64 hour training course.
- Approval was received from the Office of Policy and Management for the Local Law Enforcement Block Grant to purchase three X26 Tasers. The grant is fully funded with Federal (90%) and State (10%) funds.
- Patrol officers responded to a road rage incident on the Berlin Turnpike in February. A Meriden man was arrested for Assault in the Second Degree after he confronted and assaulted a motorist in the parking lot of a Berlin Turnpike business. The motorists had pulled into the lot after being involved in a minor motor vehicle accident.
- Officers also responded to a Brockett Street residence on a possible burglary complaint. After police set up a perimeter and while waiting for the K-9 unit, a male attempted to flee the residence through a rear door. He was taken into custody.
- Officers investigated several burglaries into homes in February. Some of the burglaries were to new homes that were under construction. Other burglaries occurred at various condominium complexes in town. These investigations are still on-going.
- Fifty offenses were the subject of investigation by Detective Division personnel in February.
- Four cases involving juveniles and/or their families were referred to the Youth Officer in February. These cases included six juveniles who committed criminal acts, status offenses, or were suspects in cases.

## **FIRE DEPARTMENT**

The Fire Department responded to 60 alarms/emergencies as follows:

	<u>February</u> <u>2006</u>	<u>8 months</u> <u>Cum.</u>
Residential	21	132
Commercial, Industrial, Office	4	65
Hospital, School	3	22
Vehicle	1	21
Rescue, Police Assistance	1	11
Dumpster, Rubbish	0	13
Grass, Brush, Leaves	3	18
Hazardous Materials/Clean up	2	23
Investigative Alarm	20	83
False Alarm	0	5
Mutual Aid/Standby	2	8
Carbon Monoxide Investigation	3	31
Water Related Incidents/Pump-Outs	<u>0</u>	<u>98</u>
Total	60	530

## Training Summary:

Training	Hours
Department Training (Cold water rescue)	174
Officer Training (Courtyard Marriott/Walk Thru Pre-Plan)	72
On-Line Training:	
Haz/Mat Refresher	88
Bloodborne Pathogens	4
Sexual Harassment	2
Confined Space Report	3
Fire Service Instructor II	96
Haz/Mat Technician	96
AED Recertification Training	92

## **FIRE MARSHAL**

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

Inspections	50
Inspection Follow-Ups	32
Plan Review	2
Job Site Inspections	7
Underground Tank Removal	0
Fire Investigations	2
Fire Alarm Trouble	4
Complaints	1
Haz/Mat	1
Bomb Threats	0
Blasting	0

- A fire in an apartment at 201 Judd Avenue occurred on February 2 causing extensive fire damage to the kitchen area and smoke damage to three other apartments in the building.

## **PUBLIC WORKS/FACILITIES MANAGEMENT**

- Engineering and Board of Education staff met to discuss installation of the playscapes at Elizabeth Green and Ruth Chaffee Schools.
- Engineering, Library, and Highway staff met with a representative of the IST staff and SBC to determine options for strengthening communication wiring between the Town Hall and the Library.
- The Public Works Director and the Public Health Coordinator met with the refuse contractor to discuss details for the upcoming (July 1, 2006) changeover to an automated waste collection system.
- The Engineering staff met with the consultant for the Garfield Street Bridge project. The Town is awaiting final environmental permits from the Department of Environmental Protection.
- Engineering staff continues to review applications and plans submitted to the Conservation Commission and the Town Plan and Zoning Commission.

## **Highway Department**

- A February 12<sup>th</sup> snow storm produced 26 inches of snow which accounted for nearly half of the 56 inch snow total so far this winter season.
- Crews completed the collection of leaves in February using front-end loaders.
- Sand and salt supplies were replenished at both the Garfield Street and the Highway Department locations.

- Landfill maintenance continued throughout the month as personnel organized the disposal of materials such as metal, used motor oil, etc.
- Drainage improvements have begun at the Clem Lemire football concession building. Enhancements include 180 feet of 8 inch storm water pipe and 3 new catch basins.
- Personnel continued to work with the Traffic Division with sign installations and other projects.
- Miscellaneous projects completed during the month included pothole patching, material hauling, snow removal and mailbox repairs.
- During the month of February the Repair Garage continued with setting up new police cruisers, preventative maintenance schedules, emergency repairs and seasonal maintenance of the street sweepers.

### **Facilities Management**

- Parts for the repair of one of the two boilers in Town Hall have been delayed. Delivery is now expected in early March. The boiler is still operating and the second boiler is large enough to support the building's needs in case the first one becomes inoperable.

### **TOWN PLANNER**

- New Britain-Hartford Busway - Town Planner Ed Meehan presented an overview of the proposed New Britain-Hartford rapid busway project to the Town Council on February 14. On February 16<sup>th</sup> Mayor Mortensen and Town staff met with Connecticut Department of Transportation (DOT) and CRCOG transportation planners to discuss questions raised by the Town Council. These concerns include ridership projections, station area traffic, and the actual reduction of I-84 traffic. Connecticut DOT presented the busway to the public at an open house at the Senior and Disabled Center on February 21, where residents expressed similar questions. On February 28, the Town Council again discussed the busway and requested the Town Planner to draft questions in anticipation of inviting Connecticut DOT officials to attend a future Council meeting.
- Brownfield Assessment Project - During February industrial land uses were surveyed to preliminarily identify properties that might qualify for Brownfield assessment. Approximately 300 properties were evaluated. The EPA Brownfield grant will enable the Town to select up to five sites that because of their location and possible contamination characteristics have good redevelopment potential. Phase I, Phase II and remedial action plans will be prepared for these sites by the project licensed environmental professional, Fuss & O'Neill.
- Sunrise Estates Subdivision - On February 22, the Town Plan and Zoning Commission (TPZ) approved amendments to the Sunrise Estates subdivision on Griswoldville Avenue permitting property owners to receive Certificates of Occupancy prior to the installation of the new traffic signal at the intersection of Griswoldville and Deming. This will enable new homeowners who have been waiting for over a year for the project's final phase to move into homes as they are completed. The TPZ stipulated that the traffic signal and reconstruction of the intersection must be completed by June 1, 2006.
- Town Center Streetscape Project Phase I - The State Department of Economic and Community Development completed its audit of Phase I streetscape improvements, approximately 600 linear feet from Webster Bank to Carvel's, and certified compliance of the \$400,000 grant contract. No funds are due back to the State and all program costs were made pursuant to the project's bid. In total, \$399,969 of the grant was expended and \$118,358 of Town matching funds was used for Phase I.
- Lazy Boy Site Development Approval - An abutting property owner, Raja at Newington, LLC, has filed an appeal in Superior Court of the TPZ decision approving the development of a 20,000 square foot Lazy Boy furniture store in the two acre parking lot in front of the Grantmoor and the Sphinx Temple. The appeal alleges that the TPZ approval did not properly recognize the private reciprocal easements among the property owners that provide for vehicle access through the parking lot for the front of the Grantmoor motel.

**BUILDING DEPARTMENT**

- 22 permits were issued for single family residences (120 Waverly Drive, 28 Dacosta Drive, 32 Dacosta Drive, 5 Memory Lane, 9 Memory Lane, 150 Waverly Drive, 3 Memory Lane, 1 Memory Lane, 7 Memory Lane, and 4 Memory Lane) and town houses (Building 29, Units 53, 59, 65, and 71 Sterling Drive, Building 2 Units 29, 35, 41, and 47 Sterling Drive, and Building 30 Units 77, 83, 89, 95 Sterling Drive) in February.
- One permit was issued for a commercial building (Subway, 2434 Berlin Turnpike).
- One permit was issued for a new footing / foundation for a new church (the 3 Angels SDA Church, 580 Church Street).
- One permit was issued for the Town of Newington (a demolition permit for the fire training tower, 281 Milk Lane).
- Four Certificates of Occupancy were issued in February (Wings Over Newington, 1044 Main Street; two apartments located at 1108 and 1110 Main Street; and a single family residence, 20 Dacosta Drive).

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

David Zwick	2003 IBC Special Inspections, 2/7/06
Art Hanke	2003 IBC Special Inspections – 2/8/06
Richard Smith	2003 IBC Special Inspections – 2/3/06
Pete Hobbs	2003 IBC Special Inspections – 2/3/06 2003 IBC Fundamentals - 2/22/06

Building Inspectors completed a total of 217 inspections: Above Ceiling (1), Alarm (2), Boiler (2), CO (27), Code (1), Decks (1), Drains (2), Electrical (65), Elevator (2), Exit Stair (1), Final (11), Footings (10), Foundation (5), Framing (29), Gas Line (12), Gypsum (1), Hot Water Heater (1), Insulation (4), Mechanical (6), Plumbing (7), Pools (2), Rebars (2), Roofing (3), Rough (5), Sheds (1), Siding (2), Sign(4), Sill (2), Sprinkler (1), Sub Slab (2), Waterproof (2), Woodstove (1).

**Building/Renovation Permit Statistics**

<u>Type of Permit</u>	<u>No. of Permits</u>	<u>Value of Permits</u>
Addition/Alterations	10	\$ 565,478
Deck	0	0
Demolition	2	55,010
Electrical	37	97,625
FSS/Sprinkler	2	8,200
Footing/Foundation	1	50,000
Fuel Tank	1	800
Garage/Shed	1	27,000
HVAC	29	159,500
New Commercial	1	57,300
New Residential	13	1,930,427
Plumbing	18	53,150
Pool	1	37,000
Roofing/Siding	7	61,955
Sign	4	4,085
Tent	0	0
Trailer	0	0
Total	127	\$ 3,107,530

Permit Value Comparison for February

	<u>2006</u>	<u>2005</u>
Value of Permits Issued	\$3,107,530	\$1,784,614
Building Permit Fees Received	\$49,140	\$26,050
Other Income Fees	\$1,653	\$1,898
Building Permits Issued	127	78

Total Value of Permits and Permit Fees:

<u>2005-2006</u>		<u>2004-2005</u>	
Value	Permit Fee	Value	Permit Fee
\$20,259,154	\$319,428	\$30,553,345	\$303,315

**HEALTH DEPARTMENT**

- Routine inspections for the month consisted solely of food establishments and the completion of the annual inspections of all motels and hotels (10).
- A new Food Service License was issued to “Wings Over Newington” (Main Street).
- Food Service License renewal applications were mailed to the approximately 200 food service operations licensed and routinely inspected by the department. All licenses expire March 31 of each year. The Town receives approximately \$13,000 per year in food license revenues.
- Local businesses continue to file their completed Tier II and Hazardous Material Notification Forms with the Town per federal and local reporting requirements. Copies of all forms received are forwarded to the local Fire Department for emergency response planning.
- On February 2, Greg Mattus, Public Health Inspector, attended a half-day meeting with State and Town officials on “Pandemic Flu Planning.”
- Mr. Mattus also continues to attend all monthly meetings of the Capitol Region Emergency Planning Committee (CREPC) and their Emergency Support Function (ESF#8) Public Health Subcommittee.

Statistical Summary

	Monthly Totals	Year to Date	Last Year to Date
Food Establishment Inspections	35	85	103
Food Establishment Reinspections	5	13	11
Other Routine Inspections	10	15	10
New Complaints Received	21	30	21
➤ Complaint investigation made	19	28	16
➤ Notice of Violation issued by Public Health Coordinator	4	5	2
➤ Legal Order issued by Director of Health	0	0	2
➤ Complaint compliance recorded	18	22	9

**HUMAN SERVICES**

- Part-time Clinical Therapist Forest Stickney submitted his resignation as of May 1, 2006. Mr. Stickney is a licensed clinical social worker and has been with the department since 1995.
- Dr. Valerie Dripchak, an attorney, social worker and university professor, completed the “Parents Who Care” course with eight parents. She has taught parent education programs to over 150 parents in Newington since 1994.
- Human Services, Parks & Recreation, Health, Senior and Disabled Center and the Town Manager’s office sponsored a third meeting of the “Healthy Newington” initiative. There were over 20 residents attending and

several volunteered to help develop a Healthy Newington Strategic Plan. A Healthy Newington webpage was also launched on the Town website.

- The ICAN (Interfaith Community Action Newington) is recruiting volunteers through each of the churches and synagogues. Human Services Director Ken Freidenberg has been consulting with this group as they develop their mission to enhance volunteerism between faith community and the Town to assist residents in need. Human Services Social Worker Carol LaBrecque and Senior and Disabled Center Program Coordinator Eleanor Eichner will collaborate to provide training to volunteers using the Friendly Visitor/Shopper model.
- On March 29 at 6:30 pm, the Early Childhood Council will sponsor the annual “Getting Ready for Kindergarten” for parents at the Library.
- The Youth-Adult Council will present the “Super Hoop-La” annual basketball game on Friday evening, March 3, at the Mortensen Community Center. Funds raised are awarded for post high school scholarships.
- The Social Casework Program handled 65 active cases with 18 new referrals.
- The Food Bank served 87 households composed of 184 residents.
- Clothing Closet and Special Need Fund requests remained constant at 44 and 9, respectively.
- The Youth and Family Counseling program received 6 new referrals with the active caseload at 45. Sixty-four clinical therapy sessions were conducted and 79 contacts were made with families or other agencies. There were 15 inactive and 5 closed cases.
- Positive Youth Development activities included:
  - Ski and snow boarding, Adventure Club, Cozy Time and February vacation programs.
  - The sixth cycle of ROPE was completed with sixth grade Health and Wellness classes at Martin Kellogg and John Wallace Middle Schools. Saint Mary’s also began this month. Staff continues to introduce new initiatives and challenges as part of Final Challenge Day.
  - The department is contracting with HealthTrax through the State Health Grant to create a healthy life style program for 15 high school age youth.
  - A total of 124 youth participated in programs and activities during the month.

February 2006 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	45	43	122	170
Positive Youth Development	124	121	1,923	2,250
Youth Works (Job Bank)	4	4	29	44
Information and Referral	214	177	1,527	993
Social Casework Cases Under 55 = 28 Over 55 = 37	65	62	213	159
Food Bank Participants	87	95	669	699
Special Needs	9	12	94	83

**SENIOR AND DISABLED CENTER**

- The CHOICES program and their Medicare Part D experts visited the Center on February 10. Using the SeniorNet Learning Center, almost 40 people received assistance.
- Center Director Dianne Stone attended the final meeting of the Task Force to Study the Reestablishment of the Department on Aging on February 7. This Task Force was established through legislation that was passed in the last session. A final report, submitted to the Legislature, recommends that the State undertake a comprehensive long term care needs assessment prior to determining the structure of the State Unit on Aging.
- A day long workshop with a focus on cognitive vitality was enjoyed by 13 participants.

- Special health programs this month included a cholesterol screening provided by Nurse Practitioner Stacie Zibel and a Brunch and Learn sponsored by Pfizer and presented by Ms. Zibel. The topic was “The Heart Truth.”
- The aquatics program at the Hospital for Special Care continues to be well used. There are currently 18 participants who, by purchasing a share in our group membership, have access to the warm water therapy pool once a week.
- The facility continues to get much needed attention with an old office spruced up for use as a meeting room.
- Slot wall was installed in the information and referral area and staff continues to organize the plethora of information available to the public.
- The current membership of the Center is 3,472 with 22 new members joining in February.
- A match was made in the Homeshare program this month. Matches can take a considerable amount of time and effort and participants are encouraged to proceed cautiously to ensure compatibility.

Dial-A-Ride		Wellness Clinic		Senior Café
Trips	Miles	On-site	Off-site	Meals Served
1,313	3,795	109	21	N/A

<b>Project Homeshare</b>
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	Current Matches	Providers	Seekers	Counseling Calls
Newington	3	9	4	2
Other Comm.	1	37	49	20

## **PARKS AND RECREATION**

### **Administration:**

- The firm of CEHP Inc. was selected to conduct the Comprehensive Master Plan. Meetings will begin in March.
- The Newington Greenways Alliance has its own website; the first meeting is scheduled for March 28.
- New bleachers for Clem Lemire Field were selected and ordered.
- Customer Comment Cards were completed and made available to residents.
- Smoke detector installation was coordinated.
- Coordinated inspections of the Multi-purpose Room and Community Center for State Health Department day care licensing requirements.

### **Recreation**

- February vacation activities included open gym, preschool classes, magic workshop, computer workshop, basketball clinic, and a babysitting course. A collaborative flyer was sent out including Library, Human Services, and Parks & Recreation programs.
- The 50<sup>th</sup> Anniversary Spring Brochure was distributed to 13,000 households featuring pictures from the past 50 years and a special write-up on Clem Lemire, former Superintendent of Parks and Recreation.
- Youth Basketball regular season ended the last week in February. Preparation for Youth and Travel Basketball Playoffs for 43 teams is underway.
- Coordination with the Adult-Youth Council to ensure that the Community Center was ready for the annual Hoopla on March 3 was ongoing throughout the month.
- The indoor pool staff helped Boy Scouts from Troop 347 gain their swimming merit badges.
- The indoor pool was open during February vacation for one day; 76 residents attended.

- 131 Youth Basketball Coaches were certified.
- Department staff met with the Board of Parks and Recreation to discuss the Extravaganza.
- A new class was added to the Tai Chi class for older adults due to high participation.
- Department personnel held meetings with Playground and Aquatics staff members to begin program planning for the summer of 2006.
- Program Supervisor Sean Dwyer attended the CRPA Aquatics section meeting.
- Preparations are underway for the 8<sup>th</sup> Annual Benefit Golf Tournament.

## **Parks and Grounds**

- A major snowstorm on February 12 deposited over 20 inches of snow and required extensive cleanup efforts.
- Pruning and trimming of smaller trees continued at various locations and school sites. Several sightline and pedestrian access issues were addressed.
- An old drainage system was located and cleaned at Beechwood Park to drain the area adjacent to the basketball court to the pond. The pond outflow system was also located and cleaned to permit water flow. This work was intended to complement the future installation of play equipment.
- Division crews performed leaf cleanup as conditions permitted at the cemeteries and several Town sites.
- Division members completed the task of locker replacement, painting, and repairs at the Community Center bathrooms.
- There were eight interments in Town cemeteries during the month of February, a number of which were carried out under difficult conditions.

## **LIBRARY**

- Planning for the *One Book 4 Towns* community reading project continues. Staff met with author Stewart O’Nan for a publicity photo. As a result, a READ poster was designed and will be displayed throughout the two month period of the project. The kick-off event will be held on April 5<sup>th</sup>.
- The “Book a Librarian” service continues to be successful. Patrons were trained this month on the use of email, library databases and job search sites.
- Programs for teens during February vacation included a *Chocolate Program*, *A Magic Card Game Program* and *A Star Wars* movie. Over 50 teens attended these programs.
- Adults were treated to a lunch-time movie and booktalk on Teddy Roosevelt. Staff conducted book discussions, and a program about library services was presented to the Newington Woman’s Club.
- Over 1,787 children and their caregivers attended 63 programs offered by the Children’s Room. School vacation week programs were abundant, culminating with two puppet shows - *Cinderella*, *a Woodland Princess* and *Midwinter Magic*- courtesy of the Hanel Endowment Fund.
- *Nutmeg* book discussions will now be hosted by library staff and held at Martin Kellogg Middle School. Discussions will take place right after school for the rest of the semester and will include intermediate and teen titles. The Nutmeg Children’s Choice Award is given once a year based on voting by students on a state-wide basis.
- Topics of note that were researched this month included:
  - Sugar free baking recipes.
  - Colleges that offer American Sign Language.
  - Medieval architecture.
  - Children’s coming of age rituals in different cultures.
  - Sudoku books for children.
- Circulation of materials was 35,907(+1%). An average of 759 people entered the library each day. 5,573 reference questions were answered and 1,184 items were processed and added to the collection.
- Two online subscription databases that are extremely well-used include EBSCO Masterfile Magazine Index and Reference USA for business, residential and health directory information.
- Other use statistics for the month of February include: the library’s homepage - 8,751 hits; Internet computers - 2,130 hours logged.