



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

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#### **GENERAL ADMINISTRATION**

During the month of January, the primary focus of the Office of the Town Manager was on matters related to the status of the Fiscal Year 2004-2005 budget and the preparation of the Fiscal Year 2005-2006 budget. Throughout the month, work sessions were held with the Budget Team and Department Heads for purposes of reviewing departmental budgets as submitted. Once again, the process – driven by increases in fixed expenditures such as motor fuel, sand and benefits – will be challenging. It is anticipated that the Town Manager's proposed budget will be delivered to the Town Council on or about March 4, 2005.

Other items of interest during the month included:

- Participation in the preparations for and attendance at funeral services for MPO Peter Lavery;
- Participation in interviews of non-certified candidates for vacancies within the Patrol Officer rank of the Police Department;
- Attendance at the January 18, 2005 meeting of the Municipal Services Subcommittee of CRCOG;
- Attendance at and participation in the January 13, 2005 unemployment compensation appeal hearing regarding unemployment benefits of a terminated employee;
- Participation in a meeting with members of Central Connecticut State University's Municipal Institute and members of the Mid State Collaborative for purposes of exploring opportunities to enhance the regional sharing of resources;
- Attendance at and participation in the January 19, 2005 Annual Town Meeting sponsored by the Connecticut Organization of Small Towns (COST);
- Attendance at and participation in the January 20, 2005 monthly meeting of the Mid State Collaborative in Wethersfield;
- Attendance at the January 20, 2005 regular meeting of the Local Emergency Planning Committee;
- Attendance at and participation in the January 20, 2005 labor board hearing regarding the termination of an employee;
- Participation in the interview process for the position of Custodian at the Senior and Disabled Center; and
- Meeting with representatives of the Town's liability and workers compensation carrier, CIRMA, for purposes of reviewing various matters and resources available.

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

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

<b>HIGHWAY DEPARTMENT</b>	<b>Overtime Hours</b>	<b>Cost</b>
Vehicles and Equipment	8.20	\$ 307.28
Weekend Stand-by and Call-in	16.00	624.48
Road Maintenance	49.00	1,514.47
Snow Removal	<u>1,375.50</u>	<u>56,670.36</u>
Total	1,448.70	\$59,116.59
<b>PARKS AND GROUNDS DIVISION</b>		
Snow Removal	364.50	\$19,519.47
Cemetery	<u>42.50</u>	<u>1,939.73</u>
Total	407.00	\$21,459.20
<b>POLICE DEPARTMENT</b>		
	<b>2004-05 Budget Overtime Appr.</b>	<b>Overtime Expended Fiscal Year to Date</b>
Patrol	\$ 670,266	\$ 441,077.63
Investigation	54,876	38,673.65
Communication	118,792	82,604.97
Education/Training	46,729	22,248.48
Support Services	*31,048	10,996.67
School Resources Officer Grant	3,228	1,699.07
Animal Control	<u>15,597</u>	<u>5,003.75</u>
Total	*\$ 940,536	\$ 602,304.22

*\*Includes mid-year transfer of funds*

## **PERSONNEL**

- James Pierce, a Custodian at the Anna Reynolds School, was appointed to the Custodian II position at the Senior and Disabled Center effective February 17, 2005.
- Advertising for certified Police Officer candidates was conducted with a closing date of February 1, 2005.
- Nancy Malvicini, Administrative Secretary I in the Human Services Department, retired effective January 28, 2005.
- January 28, 2005 was also the effective retirement date of Sergeant David C. Allen after 20 years of service to the Newington Police Department.

## **RISK MANAGEMENT**

The sixth month of the 2004-2005 Blue Cross/Blue Shield plan year produced a combined paid claim total that was lower than the estimates that were developed at renewal. The total claims were estimated at \$595,226 per month; the initial number for December 2004 came in at \$580,872.

## **INFORMATION SYSTEMS AND TECHNOLOGY**

- Completed 121 work orders.
- Blocked over 30,000 SPAM/ unsolicited emails from reaching Town employees.
- Established, maintained and monitored a home page link providing web site visitors the capability to convey messages and remembrances for Master Police Officer Peter J. Lavery, directly to the Newington Police Department.
- Together with the Assessor's office, completed the processing and printing of the October 1, 2004 Grand List.

- Continued scheduled printer replacements with the installation of a new laser printer at the Newington Volunteer Fire Department headquarters.
- The Town's web site had 13,300 visits during December 2004, the most recent period for which figures are available.
- Paul G. Boutot, Director of Information Systems and Technology, along with Police Chief Richard Mulhall, met to review electrical specifications in preparation of completing a structured cabling bid for the new police building.

**FINANCE**

Accounting and Administration

- Work on the 2005-06 budget dominated the month's activities.
- Budgetary analysis of Town-wide operations was completed as part of the mid-year transfers for Council action.
- Various analyses were performed associated with open space issues.
- Finance Director Bill Hogan assisted the Capitol Region Council of Governors in the recruitment of a CFO.

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)  
1/31/05

General Fund	\$43,067,229
Special Revenue Funds	1,536,512
Capital Projects Funds	4,996,683
Internal Service Fund	2,933,016
Trust and Agency Funds	1,256,800
TOTAL, ESTIMATED BY FUND	\$53,790,240

INVESTMENTS, BY INSTITUTION TYPE

Unaudited)  
1/31/05

	Interest %		Interest \$		\$ Invested
<i>(Ave. Monthly Yield, Annualized)</i>	Current Month	Last Month	Current Month	Last Month	
STIF	2.43	2.34	\$37,716	\$28,358	\$28,444,705
CLASS PLUS	1.93	1.71	\$23,724	\$21,076	\$17,293,522
Sovereign Bank MM	2.84	2.75	\$18,157	\$17,453	\$ 8,052,013
Total Outstanding Investments					\$53,790,240

Assessor

The completed October 1, 2004 Grand List of net taxable property, subject to hearings of the Newington Board of Assessment Appeals, is as follows:

**NET GRAND LIST**

<b>CATEGORY</b>	<b>2003</b>	<b>2004</b>	<b>PERCENT CHANGE</b>	<b>DOLLAR CHANGE</b>
REAL ESTATE	\$1,462,983,080	\$1,463,194,632	0.0%	\$211,552
PERSONAL PROPERTY	\$106,807,824	\$122,113,970	14.3%	\$15,306,146
MOTOR VEHICLE	\$176,431,909	\$186,961,700	6.0%	\$10,529,791
<b>TOTAL</b>	<b>\$1,746,222,813</b>	<b>\$1,772,270,302</b>	<b>1.5%</b>	<b>\$26,047,489</b>

- The growth in the Real Estate portion of the list was driven in large part by residential development in the DaCosta Drive, Strawberry Lane, Maple Hill Avenue and Trotter Lane areas, supplemented by commercial development on New Britain Avenue, the Berlin Turnpike, Southeast Road (Marriott) and Pane Road.
- The growth in Personal Property reflects new manufacturing and retail acquisitions.
- Growth in the Motor Vehicle portion reflects the acquisition of 2004 and 2005 model vehicles.

Revenue Collector

- The Revenue Collector's office processed 11,195 transactions during the month of January. The amount collected on the current levy totaled \$19,099,856. Year to date collections are trending consistent with the prior year activity.
- Statements of unpaid taxes were mailed for 172 delinquent real estate accounts.
- Notices were mailed for unpaid parking violations issued during the month of December.
- The Revenue Collector filed the quarterly report of collections with the U.S. Bureau of the Census.
- The file of payments received for delinquent motor vehicle tax bills was sent to the Department of Motor Vehicles to release the restriction of further registrations.

**PURCHASING**BID NO. 7, 2004-05, NEW HIGHWAY TRUCK

Opening Date: January 11, 2005

<u>Bidder</u>	<u>Base Bid</u>	<u>Body Work</u>
Interstate Ford Truck Sales, Hartford	\$59,390	\$51,542
Nutmeg International Trucks, Hartford	\$61,545	\$51,542

The bid was awarded to Interstate Ford Truck Sales for their low bid.

BID NO. 8, 2004-05, RENOVATIONS TO THE I/R ROOM – NEWINGTON SENIOR AND DISABLED CENTER

Opening Date: December 29, 2004

<u>Bidder</u>	<u>Bid</u>
J. A. Rosa Construction, Wolcott	\$33,420
P. F. Mik Construction, Meriden	\$35,555
G. Donovan Associates, Franklin	\$43,000
Plourde Enterprise, Berlin	\$54,240

The bid was awarded to J. A. Rosa Construction for their low bid.

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.

### **TOWN CLERK**

- \$41,923.44 in revenue was generated in January, compared to \$128,736.25 for December.
- There were 560 land recorded documents—a 20% decrease from January 2004.
- There were 88 property transfers for the month, generating \$20,253.69 in town conveyance tax. Three residential properties sold—each over \$300,000. There was a transfer at 235 Pascone Place for \$350,000 from The Ferraina Company LLC to Full Circle Group LLC.

### **Data Summary--January 2005**

	<u>January 2005</u>	<u>January 2004</u>	<u>FY 2004-05 to Date</u>	<u>FY 2003-04 to Date</u>
Land Record Documents	560	704	4722	7550
Dog Licenses Sold	24	17	414	697
Game Licenses Sold	145	170	887	847
Vital Statistics				
Marriage Licenses	6	6	128	127
Death Certificates	15	28	281	296
Birth Certificates	0	15	148	172
Total General Fund Revenue	\$36,251.94	\$47,542.76	\$484,139.21	\$436,151.99
Town Document Preservation	\$ 550.00	\$ 662.00	\$ 4,281.00	\$ 6,462.00
State Document Preservation	\$ 1,100.00	\$ 1,324.00	\$ 8,562.00	\$ 12,048.00
State Game Licenses	\$ 3,654.50	\$ 4,490.50	\$ 15,249.50	\$ 18,265.00
State Dog Licenses	\$ 189.00	\$ 95.50	\$ 2,632.00	\$ 2,647.00
Dog Licenses Surcharge	\$ 83.00	\$ 36.00	\$ 957.00	\$ 996.00
Marriage License Surcharge	\$ 95.00	\$ 133.00	\$ 2,394.00	\$ 1,463.00
Grand Total	\$41,923.44	\$54,283.76	\$518,214.71	\$478,032.99

### **REGISTRARS**

- The Registrar of Voters office is preparing to do the annual mandated canvass.
- Many new bills affecting the Registrar's office are before the Legislature this year as a result of the HAVA Act (Help America Vote Act 2002).
- Fifteen new voter registrations were received.

### **POLICE DEPARTMENT**

- One Police Officer candidate from the January 2004 recruitment process has completed the background process and was given a conditional offer. Upon successful completion of a post-offer polygraph, physical examination, and psychological evaluation, an appointment will be made in March.
- The Police Department conducted oral interviews with 36 candidates in January. From this process, nine have been scheduled for polygraphs.
- A new Certified Police Officer hiring process was also started in January. A written exam and oral interview are scheduled for the end of February.

- Five Tasers were ordered under the approved LLEBG grant.
- On 1/10/05 patrol officers responded to a motel on the Berlin Turnpike on a complaint that a resident of the motel was robbed at knifepoint by two persons. The complaint is still under investigation.
- On 1/16/05 patrol officers responded to a robbery complaint at a local discount store. Two persons had stolen items from the store and fled to a vehicle in the parking lot. When a security guard attempted to apprehend them, the suspects fled in the vehicle. The security guard was dragged by the vehicle, but he was able to pull himself into the vehicle and put the vehicle in park. Officers arrived at the scene and arrested the two suspects.
- On 1/31/05 patrol officers responded to a local apartment complex on a complaint that a restaurant delivery person was robbed at gunpoint and assaulted by several suspects. The suspects fled the area on foot. The suspects have been identified and arrests are expected.
- Fifty-six offenses were the subject of investigation by Detective Division personnel in January.

## **FIRE DEPARTMENT**

The Fire Department responded to 77 alarms/emergencies as follows:

	<u>January 2005</u>	<u>7 months Cum.</u>
Residential	26	145
Commercial, Industrial, Office	17	91
Hospital, School	3	25
Vehicle	2	19
Rescue, Police Assistance	2	18
Dumpster, Rubbish	1	6
Grass, Brush, Leaves	1	9
Hazardous Materials/Clean up	3	34
Investigative Alarm	10	43
False Alarm	0	0
Mutual Aid/Standby	3	4
Carbon Monoxide Investigation	<u>10</u>	<u>38</u>
Total	<u>77</u>	<u>432</u>

### Response by Companies through 7 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>
372	294	234	185

### 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	31	215	7	34	454	13
Co. #2	26	111	4	22	121	6
Co. #3	17	58	3	20	105	5
Co. #4	17	40	2	16	63	4

\*Average is to the nearest whole number.

Training Summary:

Deputy Chief Tom Lapierre reported 340.5 hours of training were provided to department members.

Officer Training	Search with Rope Lines	26 members	52 hours
Multi-Company Training	Simulation of Fires	52 members	112.5 hours
CT Fire Academy	Fire Officer II	1 member	80 hours
	Department Safety Officer	1 member	32 hours
Homeland Security Training	WMD Incident Command	1 member	24 hours
	WMD General Instructor	1 member	40 hours

**FIRE MARSHAL**

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

Inspections	48
Inspection Follow-Ups	70
Plan Review	2
Job Site Inspections	7
Underground Tank Removal	0
Fire Investigations	2
Fire Alarm Trouble	2
Complaints	3
Haz/Mat	4
Bomb Threats	0
Blasting	0

**PUBLIC WORKS/FACILITIES MANAGEMENT**

- A meeting was held to review conceptual alternatives for the Garfield Street Bridge Replacement project. Upon completion of the review, the consultant will prepare the contract documents.
- The secretaries in the East Wing (Engineering, Planning, Building and Health) have been combined into one unit based in the Engineering, Planning, and Building office space to allow customers one location to get information involving any or all of the four departments.
- The Director attended a meeting at CRCOG dealing with Cost Increase Trends in Road Reconstruction projects. The cost increases have had a detrimental affect on the road improvement budget and schedule. Discussions are continuing on methods of containing increases.
- The Engineering staff attended a Workshop at CRCOG dealing with the new ADA requirements for sidewalk ramps at road crossings.
- The Conservation Commission staff met with a local nursery to discuss expansion of activities in a regulated area.

Highway Department

- Snow removal operations were completed in the Town Center, sidewalks, and areas hindering motorists' line-of-sight throughout town.
- Sand usage was monitored and barrels filled at 13 locations throughout town.
- Christmas tree collection continued.
- Sand and salt were mixed for storm preparedness.
- Mailboxes were repaired as warranted.

- Miscellaneous projects throughout the month included hauling bituminous material to Ticon, Inc., pothole patching, landfill product organization, assisting the Police Department with several small projects, and cleaning the Highway Department yard.
- The Repair Garage made repairs to all Town snow plowing equipment, took delivery and began setup of new police cruisers and continued with scheduled and emergency repairs to the Town's fleet
- Partial crew call-outs responded to snow/ice conditions on six occasions.
- Significant snow conditions requiring a full complement of personnel occurred on six other occasions for snowfall amounts totaling over 26".

### Facilities Management

- Michael Mancini, Public Works Director, met with Wendy Rubin, Parks & Recreation Superintendent, to review future capital improvement needs for Town parks and the Mortensen Community Center.
- The discovery of a leak in the gasoline tank at the Highway Garage has resulted in the removal of all gas from the tank and alternate arrangements for fuel for the Town fleet. The Connecticut Department of Environmental Protection (DEP) ordered the tank removed and any necessary soil clean up completed.
- The severe cold temperatures of January required many service calls for the heating system. Difficulties continue in keeping both boilers on line during very low temperatures. Modifications are planned that should help during peak demand periods.

### TOWN PLANNER

- Woodlands - formerly known as Knob Hill (Fenn Road). Project was acquired by Pulte Homes of New England, LLC. It will remain a 154 townhouse/carriage house development. TPZ approved modifications to the building architecture.
- Hartford Drive-In - Toll Brothers is working on site development plan and analyzing traffic impact issues. A critical issue is the use of Prospect Street, a state highway, for full access driveway. Toll Brothers has recently submitted a request to the Town of Wethersfield to permit a full driveway onto Back Lane.
- Walgreen's - Berlin Turnpike / Griswoldville Avenue. Site work has begun on the storm water system, billboard removal and grading. The developer has submitted an application to the Connecticut Department of Transportation (ConnDOT) for new traffic signal at Deming and Griswoldville. It will take ConnDOT engineers several months to complete the review of the signal plan and make submission to the State Traffic Commission for approval.
- Sunrise Estates Subdivision – The developer has submitted requests to ConnDOT for drainage easement rights through ConnDOT's property. Rights from the State will also be needed by MDC for a sanitary sewer line through ConnDOT's commuter parking lot. Until all easements and construction rights are approved by the State and granted to the developer, zoning and building permits are being withheld.
- 711 Willard Avenue - Martin Kellogg house at corner of Cedar/Willard. Public hearing scheduled before Town Plan and Zoning (TPZ), 2-9-05, for request to rezone property to "Willard Avenue Development District." If approved by the Commission, this district would enable the developer to restore the house and convert it to residential apartments. The developer has submitted plans showing the architectural modifications which the Commission will evaluate and determine if it is appropriate. This developer is also requesting to subdivide the corner to create two additional single family homes.
- Corner Pane Road/Church Street - Three Angels Church application before TPZ, public hearing 2-9-05, seeking to develop corner for 13,000 sq. ft. church with a 57 space parking lot. The architecture of the church building as it relates to the surrounding residential use will be an important consideration of the TPZ as well as the design of the site's storm water detention.
- TGI Friday's – JoAnn's Plaza - TGI Friday's Restaurant, corner of the Berlin Turnpike and Pascone Place, application for a 7,000 sq. ft. restaurant "pad site" at the northeast corner of JoAnn's Plaza was approved by the TPZ, January 12, 2005. The property owner will make façade renovations – proposed new store fronts, increased height of parapet and new signage for in line stores to improve visibility from the Berlin Turnpike. Also approved was modification to the parking lot landscaping which will include removal of the mature Linden trees and new plantings which will permit better views of storefronts



**BUILDING DEPARTMENT**

- One permit was issued for a single family residence (25 Valley View Drive).
- Work continues at the Price Chopper, Police Station, Panera Bread and the Courtyard Marriott.
- A final inspection was done at CBS Bloom.

Building Department Inspectors completed a total of 264 inspections: Above Ceiling (4), Boiler (1), Certificate of Occupancy (10), Code (4), Decks (1), Electrical (65), Final (11), Footings (2), Foundation (1), Framing (35), Fireplace (1), Gas Line (5), Gas Log (1), Gas Stove (2), Heat Pressure Test (4), Insulation (15), Mechanical (28), Performance Test (1), Plumbing (31), Roofing (2), Rough (30), Sheds (2), Sill (3), Tank (1), Trench (2), Windows (1), Wood Stove (1).

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

S. J. Lattarulo	Design and Installation of Alternative Energy Systems - January 28, 2005 Understanding the Accessibility Requirements of the IBC Code, January 27, 2005
A. W. Hanke	Understanding the Accessibility Requirements of the IBC Code – January 27, 2005
J. Sinsigalli	Design and Installation of Alternative Energy Systems - January 5, 2005 Understanding the Accessibility Requirements of the IBC Code – January 27, 2005
Pete Hobbs	Design and Installation of Alternative Energy Systems - January 19, 2005

**Building/Renovation Permit Statistics – January 2005**

<u>Type of Permit</u>	<u>No. of Permits</u>	<u>Value of Permits</u>
Addition/Alterations	8	\$118,650
Deck	0	0
Demolition	0	0
Electrical	28	52,845
FSS/Sprinkler	1	2,500
Footing/Foundation	0	0
Fuel Tank	4	5,330
Garage/Shed	0	0
HVAC	15	59,750
New Commercial	0	0
New Residential	1	215,000
Plumbing	10	15,261
Pool	0	0
Roofing/Siding	4	29,026
Sign	2	22,000
Tent	0	0
Trailer	0	0
Total	73	\$520,361

**Permit Value Comparison for January:**

	<u>2005</u>	<u>2004</u>
Value of Permits Issued	\$520,362	\$765,714
Building Permit Fees Received	\$9,080	\$13,440
Other Income Fees	\$917	\$1,852
Building Permits Issued	73	105

Total Value of Permits and Permit Fees:

FY 2004-2005		FY 2003-2004	
Value	Permit Fee	Value	Permit Fee
\$28,768,732	\$277,265	\$11,737,266	\$194,472

**HEALTH DEPARTMENT**

- Routine inspections for the month consisted of food establishments and annual inspections of all motels (9) in town.
- A number of pre-operational inspections were made of proposed food establishments in addition to a plan review for proposed renovation work to the Super Stop & Shop on Fenn Road.
- Food Service License renewal applications were mailed to the approximately 180 food service operations currently licensed by the department. All licenses expire March 31<sup>st</sup> of each year.
- Greg Mattus, Public Health Inspector, completed a five-day course on GIS utilization (offered by UConn) and continues to attend monthly meetings of the Capitol Region Emergency Response Committee and other bio-terrorism emergency response training.
- The regular quarterly meeting of the Town's Environmental Quality Commission was cancelled and rescheduled to February 8<sup>th</sup>.
- The Town's Local Emergency Planning committee (LEPC) held its regular quarterly meeting on January 20<sup>th</sup>. The Training Subcommittee is currently working on emergency response drills/exercises to be held in 2005.
- The Employee Health & Safety Committee held its regular bi-monthly meeting on January 27<sup>th</sup>. Representatives from CIRMA provided a six month analysis of worker compensation losses. "Slips and falls" and "material handling" injuries still predominate and remain the number one focus of the Committee's prevention efforts.
- Through the latter part of the reporting month, the Connecticut Department of Public Health (CDPH) has confirmed 958 cases of influenza in state residents, the majority being Type A (the more virulent strain). New Haven and Fairfield counties continue to have the most cases (694 combined). Locally there have been sporadic outbreaks of the flu in the schools and nursing homes, but none of any significance.
- New complaints for the month numbered 13, none of any major significance.

Statistical Summary

	Monthly Totals	Year to Date	Last Year to Date
Food Establishment Inspections	38	38	30
Food Establishment Reinspections	2	2	4
Other Routine Inspections	9	9	2
New Complaints Received	13	13	5
➤ Complaint investigation made	8	8	5
➤ Notice of Violation issued by Public Health Coordinator	1	1	1
➤ Legal Order issued by Director of Health	1	1	0
➤ Complaint compliance recorded	9	9	2

**HUMAN SERVICES**

- A collaborative Letter of Intent was submitted to the Greater Hartford Jaycees Foundation to enhance positive youth development with summer and after-school programming. This partnership includes Human Services and Parks and Recreation Departments from Newington and Wethersfield.
- Director Ken Freidenberg facilitated a regional mental health grant proposal to the Hartford Foundation for Public Giving that includes the Towns of Newington, Wethersfield, Rocky Hill, East Hartford, Manchester and

Enfield. This grant would provide planning funds for mental health services to adults through the North Central Mental Health Board.

- The Youth-Adult Council’s annual “Super Hoop-La” is scheduled for March 4.
- A four-session “Parents Who Care” course is scheduled to begin March 6. Issues addressed will provide parents of pre-teens and teens with valuable skills in communication and discipline.
- The Diversity Committee is planning an event called “Our World” for March 13 at Newington High School.
- The Early Childhood Council finalized plans for its annual programs:
  - “Getting Ready for Kindergarten” is scheduled for March 23
  - “Making the Best of Pre-School Years” is set for April 6
- Human Services and the Senior and Disabled Center held a joint staff meeting to review Social Casework protocol.
- The Social Casework Program handled 58 active cases with 10 new referrals.
- Positive Youth Development activities included the following:
  - Fifth Cycle of ROPE (Rite of Passage Experience) for sixth-graders.
  - Winter/Spring SCORE brochure distributed the first week in January with over 130 registered.
  - Adventure Club ski trip.
  - Staff continued to facilitate groups as part of the John Paterson School anti-bullying program.
  - A total of 127 youth participated in youth programs and activities.
- The Youth and Family Counseling Program received 15 new referrals bringing the active caseload to 70 with 11 inactive and 8 closed cases. There were 99 therapy sessions provided and 141 contacts with families and other agencies.
- The Juvenile Review Board received three separate referrals during January.

**SENIOR AND DISABLED CENTER**

- Center staff Susie Toczko and Teri Snyder created and presented a program on ways to reduce stress.
- The Center unveiled a new screening tool, a Cholestech machine, with a special screening event on January 27<sup>th</sup>. This screening is much more sophisticated than the traditional cholesterol screening as it differentiates between “good” and “bad” cholesterol. Of the 18 people who participated, 13 were identified as having elevated levels with nine at significantly increased risk of cardiovascular disease and stroke. This screening will become part of the regular offerings at the Monday Wellness Clinic.
- The cold and snowy weather this month impacted attendance at the Center on a few days and caused the cancellation of a few planned programs and activities including an Energy Matter\$ program that has been rescheduled.
- The second phase of construction for the renovations to the social service area was awarded. This project was sent to bid in two phases to accommodate the different funding sources. The first phase was substantially completed in December and all reports and punch list items were completed in January.
- The Center currently has a membership of 3,386 with 11 new members in January, a net increase of three members.
- Two new matches were made in the Homeshare program. Although matches are the ultimate goal of this program, there are far more people assisted by the housing information and support that is provided.
- The Center Social Worker provided case work services to 34 residents this month, with seven new clients. An additional 56 people received information and referral.
- Flu shots were provided to homebound individuals this month.
- The Special Olympics program trained for the Winter Games that will take place in February. Newington will have 21 athletes and partners participating in unified floor hockey and skills contests.

<b>Dial-A-Ride</b>		<b>Wellness Clinic</b>		<b>Senior Café</b>
Trips	Miles	On-site	Off-site	Meals Served
1,269	3,246	106	21	810

<b>Project Homeshare</b>
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	Current Matches	Providers	Seekers	Counseling Calls
Newington	4	5	3	8
Other Comm.	8	31	51	36

**PARKS AND RECREATION**

Administration:

- Superintendent Wendy Rubin represented the department at the Connecticut Junior Soccer Association annual meeting at which Newington was presented the Contributor's Award for 2005 in honor of the Town's hosting the annual fall and spring State tournaments.
- A site inspection of the Mortensen Community Center was completed with assistance from the Town Engineer, Facilities Manager, Fire Marshal and the Building Inspector to address the upcoming renovations. Estimates for Community Center renovation work have been obtained, and staff members have been purging files and organizing the office, kitchen and storage areas.
- Bid specifications were prepared for ballfield lights at the Clem Lemire Field and are currently being reviewed by the Building Inspector.
- Department staff attended the Positive Youth Development workshop sponsored by the Human Services Department.
- The first team meeting of Community Center Supervisors was held to discuss job duties, future plans, etc.
- A facilities inspection report was completed by CIRMA, the Town's insurance carrier. Staff will address all concerns listed to make facilities safer for the public.
- The department is cooperating with Human Services in the development of a grant proposal for the Greater Hartford Jaycees with the Town of Wethersfield.
- Ms. Rubin participated in two meetings for the Community Health Promotion team.
- Frank Sterpka resigned his post as caretaker of Kellogg-Eddy House; options for future operations are being reviewed.

Recreation

- 88 winter programs and classes were held with 1,438 individuals participating.
- A new Pilates (fitness) program was introduced in conjunction with Healthtrax.
- Basketball dominated the weekly activity with 90 teams playing 50 games per week.
- A Boston Celtic trip was filled with 49 participants.
- The department sponsored a day for children at Krispy Kreme. Krispy Kreme will also sponsor a night at the Teen Center.
- A 3 on 3 basketball tournament was held at the Teen Center with 75 participants attending.
- Since July 1<sup>st</sup>, 20 percent of department revenues (\$43,000) have been handled by credit card.
- The Teen Center staff began staff performance evaluations.
- Staff continues to update and improve staff manuals, files and office procedures.

Parks, Grounds and Cemeteries

- Division personnel responded to nine plowing events and numerous early morning calls for sanding.
- Equipment maintenance began during this month to prepare spring equipment for use.
- High wind conditions and wet soil caused several trees to become uprooted, requiring removal by Division forces.
- A storage closet in the Town Hall was cleared of its contents by Division personnel because of construction for the new Police Department facility.
- Work continued on the cemetery pier project as time and temperature permitted.
- There were 10 interments in Town cemeteries during the report period.

## LIBRARY

- Twelve elementary and middle school classes visited the library for orientation, book selection, and story-based programs. A Vocational Tech class from the high school also visited for reference and research assistance.
- Voting for the statewide children's choice book award, the Nutmeg Award, was completed by the end of the month. Over 120 Newington children voted for their favorite title from ten choices. Throughout the year, book discussions and book talks are conducted by librarians, and the titles are featured during the summer reading program so that young readers will have every opportunity to read as many of these excellent titles as possible.
- The Children's Department offered 51 programs to 1,342 children during the month. Highlights included *Fossil Hunter*, a movie matinee, and many storytimes.
- Use of the library's homepage skyrocketed, with 11,614 hits recorded, an increase of 300% from the previous year. 1,737 people used the Internet computers in the library. Remote access of reference databases continues to climb, with 1,807 searches performed during January (+32%); iConn and NewsStand databases experienced the greatest use.
- 34,143 items were circulated, 4,884 reference questions were answered and 17,375 people entered the building for book selection, programs, and meeting room use. 1,262 items were processed and added to the collection.
- A teen art exhibit graced the walls of the Community Room for the month. A Sunday afternoon opening reception attracted over 75 people; a musical trio from Newington High School added to the artful ambience of the event.
- A program for high school students and their parents introduced them to the new SAT module.
- WFSB weather forecaster Mark Dixon spoke about his job, answered questions, signed autographs, and posed for pictures. Altogether, five programs were held for adults/teens with a total audience of 217.
- Work continues on *One Book 4 Towns*, the community-wide reading program with Wethersfield, Rocky Hill, and Berlin. Home Town by Tracy Kidder has been chosen. The kick-off event will be in March, with book discussions and related programs continuing through April. Mr. Kidder will visit Newington on May 18<sup>th</sup>.
- Prep work was completed for the new museum and attraction pass web application which will enable patrons to reserve passes online beginning in March.
- Longtime Library Board member Delores Giantonio passed away during the month. Delores was a member of the Budget Committee, and was active in the 5K Race planning. She will be greatly missed.
- Topics of note that were researched this month included:
  - Biography of Johnny Carson.
  - Cruise lines that offer dialysis.
  - Top 10 highest paying large cap stocks for 2004.
  - How to build a ship in a bottle.
  - How to get a soil profile.