



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: February 17, 2006
Re: Monthly Report – JANUARY 2006

GENERAL ADMINISTRATION

During the month of January, the primary focus of the Office of the Town Manager was seeing to a smooth transition of the job. Former Town Manager Paul Fetherston left the Town's employ effective January 16, and I took over as Acting Town Manager. Before that date, much time was spent on learning the myriad duties of the day-to-day operation of the Town. Throughout the month, work sessions were held with the Budget Team and Department Heads for purposes of reviewing departmental budgets as submitted.

Other items of interest during the month included:

- Attendance at a memorial mass for MPO Peter Lavery on January 1, 2006,
- Participation in preparations for and attendance at the Town Council retreat that was held on Saturday, January 7, 2005,
- Participating in an interview for the Groundskeeper II position in the Parks and Grounds Division;
- Participation in various personnel matters,
- Attended several meetings with staff members and a Town Council member regarding health insurance benefits and general liability insurance coverage,
- Toured the Town Hall facility with a new Town Council member,
- Attended the Town Manager Search Subcommittee at which consultant interviews were conducted;
- Attended the Local Emergency Planning Committee meeting,
- With Police Chief Richard Mulhall, interviewed three finalists for the position of certified Police Officer,
- Met with agent of record Chris Monroe regarding the 2006-07 BC/BS renewals,
- Attended the Kiwanis Club's farewell to former Town Manager Paul Fetherston,
- Conducted an exit interview with a retiring Police Officer.

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

HIGHWAY DEPARTMENT	Overtime Hours	Cost
Vehicles and Equipment	34.90	\$ 1,353.83
Weekend Stand-by and Call-in	16.00	644.80
Road Maintenance	34.30	1,546.04
Snow Removal	<u>645.10</u>	<u>28,153.29</u>
Total	730.30	\$ 31,697.96
PARKS AND GROUNDS DIVISION		
Snow Removal / Sanding	240.00	\$ 9,156.00
Cemetery	<u>36.00</u>	<u>1,373.40</u>
Total	276.00	\$ 10,529.40
POLICE DEPARTMENT		
	2005-06 Budget Overtime Appr.	Overtime Expended Fiscal Year to Date
Patrol	\$ 723,778.00	\$ 440,023.15
Investigation	73,292.00	41,063.02
Communication	125,605.00	103,532.15
Education/Training	50,136.00	27,780.89
Support Services	20,000.00	13,169.45
School Resources Officer Grant	3,349.00	1,400.67
Animal Control	<u>11,000.00</u>	<u>6,385.69</u>
Total	\$1,007,160.00	\$633,355.02

PERSONNEL

- Town Manager Paul J. Fetherston resigned effective January 16 to become Chief Administrative Officer of the Town of Canton. Library Director Marian Amodeo was named Acting Town Manager.
- Groundskeeper I Benjamin Breitzkreutz was promoted to Groundskeeper II effective January 8, 2006 to fill a vacancy created when Steven Tofeldt was promoted to Groundskeeper III. The Groundskeeper I position was posted internally with a January 26 closing date. There were no applicants and the position will be advertised to the public.
- Nine Police Officers successfully completed the written examination for Police Sergeant on January 5 and an oral examination was given on January 17. Of eight candidates on the certified list, Chief Richard Mulhall selected two for promotion to the rank of Sergeant. Detectives Michael Morgan and John Zematis will be promoted effective February 5.
- Officers Mark DiChiara and James Johnson will be promoted to Master Police Officer also effective February 5.
- Three certified officers were hired after successfully completing all phases of the hiring process. Daniel McAloon and Derek Messier will join the Newington Police Department on February 13 and Ralph Chater on February 27.
- The recruitment process for entry level Police Officer continued during the month.

Professional Development

- On January 18, Greg Mattus, Public Health Inspector, attended a Leadership Conference sponsored by the Capital Region Emergency Planning Committee (CREPC).
- Mr. Mattus also attended (January 26) an all-day training session on "Incident Command System" (ICS) and "National Incident Management System (NIMS)" as part of his emergency preparedness training.

- The Town Clerk's Office, Human Services and the Parks and Recreation Department collaborated to fund a four-part tele-seminar on Leadership Strategies. Key staff members are participating in these one-hour distance-learning audio venues which will be presented on four separate occasions.
- Parks and Recreation staff members attended a Connecticut Parks Association workshop on sledding and ice skating risk management and CIRMA sponsored training on Personal Protective Equipment and Hazardous Materials, both OSHA mandated.
- Senior and Disabled Center Program Coordinator Eleanor Eichner and Administrative Coordinator Denise Haas began an eight-week American Sign Language Class at the American School for the Deaf.

RISK MANAGEMENT

The sixth 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 December 2005 came in at \$589,805.

INFORMATION SYSTEMS AND TECHNOLOGY

- Completed 89 work orders.
- Blocked 28,367 SPAM/ unsolicited emails from reaching Town employees, an increase of 11.2 % from the previous month.
- Blocked/ quarantined 650 viruses from entering the Town's network, an increase of 65.8 % from last month.
- Scott Hoagland and Roy Zartarian, Information Systems Specialists, worked together to remotely install software and to configure a new CD/ DVD recorder for the Police Department's Detective Division.
- Mr. Hoagland installed specialized software on two Police Department Detective Division computers so a secure law enforcement site could be accessed.
- Testing was done on the compatibility of existing applications to produce the Town's budget documents with the new database structure of the financial system.
- The Town's web page had just fewer than 23,000 visits. The most frequently viewed sections included the community calendar, meetings calendar, property assessment records and employment.
- Staff met with representatives from Hewlett Packard to discuss wireless technology, wireless security and network switching equipment.
- Paul G. Boutot, Director of Information Systems and Technology, escorted a representative from the Criminal Justice Information Systems (CJIS) throughout the Peter J. Lavery Law Enforcement Center – Newington Police Department during a security audit of the Town's computer network infrastructure. The purpose of the audit was to see if the Police Department segment of the Town's computer network complied with new CJIS security mandates issued in March 2005.

FINANCE

Accounting and Administration

- The 2006-07 budget was the major activity of the month with budget hearings scheduled throughout the entire month.
- Year-end tax reporting for 2005 was successfully completed by the required deadlines.
- Activities related to the 2005 revaluation were also handled during the month as the October 1, 2005 neared completion.
- The Manufacturer's PILOT Grant in the amount of \$981,000, the Elderly Circuit Breaker grant of \$265,947, the Veterans' Exemption grant of \$43,074 and a partial payment of the Pequot Grant \$98,534 (33%) were all received during the month.

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) 1/31/2006

General Fund	\$41,700,708
Special Revenue Funds	1,827,078
Capital Projects Funds	810,972
Internal Service Fund	3,086,173
Trust and Agency Funds	<u>1,245,884</u>
TOTAL, ESTIMATED BY FUND	\$48,670,815

INVESTMENTS, BY INSTITUTION TYPE
(Unaudited) 1/31/2006

	Interest %		Interest \$		\$ Invested
<i>Ave. Monthly Yield, Annualized</i>	Current Month	Last Month	Current Month	Last Month	
STIF	4.49	4.54	\$26,783	\$20,124	\$12,442,230
CLASS PLUS	3.94	3.84	29,681	25,938	9,293,004
Banknorth	4.60	4.60	34,716	22,778	14,984,848
Sovereign Bank MM	4.60	4.60	48,351	46,953	<u>11,950,733</u>
Total Outstanding Investments					\$48,670,815

Assessor

The revaluation was completed for the October 1, 2005 Grand List of net taxable property and the new grand list was filed with the Town Clerk on January 31, 2006. The completed grand list subject to hearings of the Newington Board of Assessment Appeals is as follows:

NET GRAND LIST

CATEGORY	2004	2005	PERCENT CHANGE	DOLLAR CHANGE
REAL ESTATE	\$1,463,194,632	\$2,246,755,530	53.6%	\$783,560,898
PERSONAL PROPERTY	\$122,113,970	\$125,177,880	2.5%	\$3,063,910
MOTOR VEHICLE	<u>\$186,961,700</u>	<u>\$195,995,693</u>	4.8%	<u>\$9,033,993</u>
TOTAL	\$1,772,270,302	\$2,567,929,103	44.9%	\$795,658,801

Revenue Collector

- The Revenue Collector's office processed 10,942 transactions and collected \$19,716,262.23 on the current levy.
- Statements of unpaid taxes were mailed for 196 delinquent real estate accounts.
- Notices were mailed for unpaid parking violations that were issued during the month of December.
- The quarterly report of collections was filed 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. 13, 2004-05, BALLFIELD LIGHTING DESIGN AND SUPPLY

Opening Date: July 28, 2005

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

This bid will be rejected and the entire project rebid under a different format.

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

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

Opening Date: January 10, 2006

Bidder	Location	Network Electronics, etc.	Desktop Computers	Printers
Advanced Office Syst.	Cromwell	\$29,655	\$49,840	\$3,777
Gateway	No. Sioux City, SD	\$34,195	\$37,040	\$4,230

The bid will be awarded to Advanced Office Systems as the Gateway bid did not meet specifications.

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

Opening Date: January 10, 2006

Bidder	Location	Network Electronics, etc.	Desktop Computers	Printers
Advanced Office Syst.	Cromwell	\$29,655	\$49,840	\$3,777
Gateway	No. Sioux City, SD	\$25,596	\$37,040	\$4,230

The bid will be awarded to Advanced Office Systems as the Gateway bid did not meet specifications.

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 February.

BID NO. 17, 2005-06, CURBSIDE REFUSE COLLECTION SERVICES

Opening Date: January 25, 2006

Bidder	Location	Base Bid		Alt. 1 / Start 7/1/07		Alt. 2 / Start 7/1/08	
Waste Management	S. Windsor	2006-07	\$111.00				
		2006-08	\$115.55	2007-08	\$ 93.00		
		2008-09	\$122.00	2008-09	\$ 97.65	2008-09	\$ 98.00
		2009-10	\$128.50	2009-10	\$102.50	2009-10	\$103.00
				2010-11	\$107.00	2010-11	\$108.00
				2011-12	\$113.00	2011-12	\$114.00
Trash Away	New Britain	2006-07	\$74.88				
		2007-09	\$77.16	2007-08	\$ 82.08		
		2008-10	\$79.56	2008-09	\$ 84.60	2008-09	\$ 86.40
		2009-10	\$82.08	2009-10	\$ 87.24	2009-10	\$ 89.16
				2010-11	\$ 90.00	2010-11	\$ 91.12
				2011-12	\$ 93.00	2011-12	\$ 94.80

All bids will be rejected. This service will be provided through Bid No. 11, 2005-06 (see above)

BID NO. 18, 2005-06, POLICE MOTORCYCLE

Opening Date: January 19, 2006

Bidder	Location	Bid
Gengras Harley-Davidson/Buell	East Hartford	\$13,490
Mike's Famous Harley-Davidson	Groton	\$14,940
TSI Harley-Davidson	Ellington	\$15,340
New Roc Harley-Davidson	New Rochelle, NY	\$15,597
Harley-Davidson of Danbury	Danbury	\$15,668

The bid was awarded to Gengras Harley-Davidson for their low bid.

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

Opening Date: July 7, 2005

Respondents

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

After review of the proposals, the bid was awarded to Cott Systems, Inc.

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

Opening Date: August 25, 2005

Respondents

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

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

RFP NO. 4, 2005-06, CEMETERY SERVICES

Opening Date: November 2, 2005

Respondent

Newington Memorial Funeral Home, Newington

The proposal is under review.

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

Opening Date: December 13, 2005

Respondents

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

Interviews were held on January 24 and the contract was awarded to CEHP, Inc.

RFP NO. 8, 2005-06, TOWN MANAGER EXECUTIVE SEARCH SERVICES

Opening Date: January 13, 2006

Respondents

The PAR Group, Chicago, IL
Bennett Yarger Associates, Scituate, MA
Groux and Associates, North Chatham, MA
The Waters Consulting Group, Dallas, TX
Randi Frank Consulting/Slavin Management, Wallingford/Norcross, GA

Three of the consultants were interviewed by the Town Manager Search Subcommittee and unanimously recommended that the Town Council appoint Bennett Yarger Associates. The Council confirmed the appointment on January 24.

TOWN CLERK

- Land recorded documents for January totaled 588; \$15,890 was collected in recording fees.
- There were 62 property transfers in January; \$29,716.61 was collected in town conveyance tax and \$78,656.08 was collected in state conveyance tax.
- Total property sales for the month were \$11,886,639.00. The most notable conveyances were at 2909 Berlin Turnpike for \$2,500,000 from Renaissance Development Corp to Wex-Tuck Realty LLC, and 2384 Berlin Turnpike for \$1,344,576 from Wendy's Old Fashioned Hamburgers of New York, Inc. to JDR II Investments, LLC. There were four residential transfers each over \$300,000.

Data Summary--January 2006

	<u>January 2006</u>	<u>January 2005</u>	<u>FY 2005-06 to Date</u>	<u>FY 2004-05 to Date</u>
Land Record Documents	588	560	4,646	4,722
Dog Licenses Sold	18	24	406	414
Game Licenses Sold	239	145	1,100	887
Vital Statistics				
Marriage Licenses	9	6	162	156
Civil Unions			5	
Death Certificates	16	15	174	191
Birth Certificates	7	0	255	118
Total General Fund Revenue	\$ 47,118.61	\$ 36,251.94	\$404,536.44	\$484,048.21
Town Document Preservation	\$ 1,150.00	\$ 550.00	\$ 6,876.00	\$ 4,291.00
State Document Preservation	\$ 1,150.00	\$ 1,100.00	\$ 8,964.00	\$ 8,562.00
State Treasurer (\$26 fee)	\$ 14,950.00		\$ 62,244.00	
LOCIP	\$ 1,725.00		\$ 7,182.00	
State Game Licenses	\$ 5,246.00	\$ 3,654.50	\$ 10,452.50	\$ 15,249.50
State Dog Licenses	\$ 130.00	\$ 189.00	\$ 2,936.50	\$ 2,632.00
Dog Licenses Surcharge	\$ 46.00	\$ 83.00	\$ 1,068.00	\$ 957.00
Marriage & CU Surcharge	\$ 114.00	\$ 95.00	\$ 1,615.00	\$ 2,477.00
Grand Total	\$ 71,629.61	\$ 41,923.44	\$505,874.44	\$518,216.71

POLICE DEPARTMENT

- Oral interviews were conducted on non-certified police officer applicants in late January. Of the 16 candidates interviewed, six continued in the process with background checks and will be scheduled for pre-offer polygraphs sometime in February. Five other candidates will continue in the process within the next couple of months.
- A grant application was completed with the State of Connecticut, Office of Policy and Management, for \$2,500 under the Local Law Enforcement Block Grant Program to purchase three X26 Tasers to augment the current inventory, No fund match is required from the Town of Newington.
- One Officer has been hired under a government Universal Hiring Grant to fill an additional Community Services Officer position by existing staff. The grant allows for reimbursement of \$75,000 over a three year period. The additional CSO position must be maintained for a minimum of four years per the grant requirements.
- Patrol officers responded to numerous burglary complaints at a new residential development that is under construction. Construction tools and appliances that were located inside the homes under construction were stolen.
- Patrol officers also responded to an alarm at a local car wash where they arrested three persons attempting to break into a coin machine.
- Officers responded to a domestic dispute at a local residence. An adult male had locked himself in the home after he assaulted his father. Officers entered the home and took the adult male into custody after a brief struggle. He was transported to a local hospital for treatment of self-inflicted wounds and a warrant was obtained for his arrest.
- Forty-two offenses were the subject of investigation by Detective Division personnel in January.

FIRE DEPARTMENT

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

	<u>January 2006</u>	<u>7 months Cum.</u>
Residential	23	111
Commercial, Industrial, Office	5	61
Hospital, School	5	19
Vehicle	0	20
Rescue, Police Assistance	3	10
Dumpster, Rubbish	0	13
Grass, Brush, Leaves	5	15
Hazardous Materials/Clean up	6	21
Investigative Alarm	13	63
False Alarm	0	5
Mutual Aid/Standby	0	6
Carbon Monoxide Investigation	8	28
Water Related Incidents/Pump-Outs	0	98
Total	60	470

Training Summary:

Training	Hours
Driver Training	10
Officer Training (Building Construction and Fire Behavior)	36
Multi/Company (Training Air Bags and Restraints, Demo of new airbags on Rescue 1)	111
Aerial Operator Recertification	5
Haz/Mat Technician	16
On-Line Training (Sexual Harassment)	15

FIRE MARSHAL

The Fire Marshal's Office completed the following activities during the month of January 2006.

Inspections	26
Inspection Follow-Ups	56
Plan Review	1
Job Site Inspections	4
Underground Tank Removal	0
Fire Investigations	1
Fire Alarm Trouble	4
Complaints	5
Haz/Mat	0
Bomb Threats	0
Blasting	7

PUBLIC WORKS/FACILITIES MANAGEMENT

- Mike Mancini, Public Works Director, met with the consultant to finalize the contract documents for the reconstruction of Maple Hill Avenue and a portion of Church Street. The bid will be advertised in February to allow the project to start in early spring.
- The MDC Public Works Advisory Committee voted to recommend the creation of a GIS subcommittee comprised of MDC staff and representatives from all member Towns. The subcommittee will review and recommend improvements to the GIS system being shared by all member towns.
- Mr. Mancini and the former Town Engineer, Peter Arburr, met with representatives from Rogers Sash & Door to discuss improvements they could make on their property to reduce flood water damages. This area has experienced chronic flooding for many years.
- The Engineering Division staff met with utility company representatives to discuss the Reservoir Road Drainage improvements. Several items will be adjusted for a spring bid advertisement.
- The Engineering Division staff met with several development teams who have or will be submitting site plans to the land use commissions.

Highway Department

- Newington received 11 inches of snow during the month of January. The two largest snow falls occurred on January 3 with 6.5 inches of snow and January 23 with 3.5 inches.
- Crews continued to collect leaves using front-end loaders. Because of the frozen condition of the leaves, leaf machines were ineffective.
- 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.
- Personnel continued to work with the Traffic Division with sign installations and other projects.
- Miscellaneous projects completed during the month included pothole patching, tree branch trimming, snow removal, filling sand barrels and mailbox repairs.
- Christmas tree pick-up was conducted during a two week period during the month of January.
- Highway personnel attended a personal protection equipment seminar offered by the Town's insurance carrier.
- Crews assisted the Board of Education at Anna Reynolds School with minor drainage site improvements.
- During the month of January the Central Repair Garage continued with preventative maintenance schedules and emergency repairs. Mechanics have begun to outfit four new police cruisers with emergency lighting, prisoner modules and cages, radio and computer equipment, traffic enforcement and other necessary equipment.

Facilities Management

- The Facilities Management staff authorized the contractor to order the parts and supplies needed to make major repairs to boiler No. 2 in the Town Hall.
- The HVAC contractor repaired two major broken steam pipes in the Town Hall. The steam leaks produced an uncontrollable supply of heat under the Teen Center and the lobby of the Gymnasium.

TOWN PLANNER

Senior and Disabled Center Renovations Project: The Town Planner has completed the draft final report for review by the Project Building Committee and the Commission on Aging and the Disabled. After acceptance of this report it will be submitted to the Town Council for its approval and dismissal of the Committee.

Commercial Façade Renovation Loan Program: A final project walk through was conducted January 31st with the contractor and project architect. All product warranties and construction drawings have been filed. A retainage fee of \$15,765 will be held until defective awning signage lettering is satisfactorily replaced.

News Rack Ordinance Implementation: Pursuant to Ordinance No. 0305-4 the Town Planner and Zoning Enforcement Officer have completed notification and registration of news racks using Newington's public right of way. The Hartford Courant met with the Zoning Enforcement Officer and an inventory of news racks requiring removal or fee payment was agreed upon. Some of the news rack vendors who provide free commercial literature have chosen to remove racks rather than pay the license fee. The New Britain Herald chose not to comply with the registration schedule and opted to appeal the ordinance, but failed to appear at the scheduled hearing. This matter has been turned over to the Town Attorney.

Preliminary Development Projects: The Town Planner met with several developers who are preliminarily exploring potential commercial projects. Some of the sites now in preliminary design include the six acres in front of the former Torrington plant on Willard Avenue; the redevelopment of the McDonald's restaurant property on the Berlin Turnpike; Newington Fair, former Caldor's building on the Berlin Turnpike; property in the vicinity of East Cedar Street and Russell Road; and three potential small commercial buildings in the Stamm Road Industrial Park.

January Development Project Approvals

- Lazy Boy Furniture – TPZ approved a site development plan for a 20,600 sq. ft. building on the Berlin Turnpike near the Grantmoor Motel.
- Jo Ann's Plaza – TPZ approved 6,900 sq. ft. addition and façade renovations to the easterly side of the JoAnn's building.
- Newington Business Park – Re-subdivision of six acre commercial development land in front of former Torrington Company approved for 2 acre and 4 acre parcels.
- Griswoldville/Deming traffic signal installation – The TPZ authorized the developer of the Walgreen's Pharmacy to receive a Certificate of Occupancy on January 20th and deferral of traffic signal installation to June 30, 2006. A request by Griswoldville LLC to receive Certificates of Occupancy for Sunrise Estates subdivision prior to installation of the traffic signal was postponed by the TPZ at its January 11th and 25th meetings pending the developer's completion of safe sight lines along Griswoldville Avenue right of way.
- Libretta property filling permit – The developer requesting to fill a low lying section of the Libretta property on the Berlin Turnpike, opposite Pascone Place, withdrew the Special Permit petition January 25th. The request to bring approximately 11,000 cubic yards onto the property raised concerns about truck traffic and the long range development use of this very visible area.

BUILDING DEPARTMENT

- Three permits issued for single family residences in Newington in January (22 Dacosta Drive, 20 Dacosta Drive, and 2 Memory Lane).
- 18 Permits for Footing / Foundations were issued in January, two for Fennwyck Estates (3 Memory Lane and 9 Memory Lane), and 16 for Sterling Drive and Barkledge Drive, the new Woodlands Development off Fenn Road (Buildings 5, 10, 11, 12, 13, 34, 35, 36, 37, 38, 39, 40, 41, 42, 43 and 44). Each building consists of four townhouse units.
- Permits issued for the Town of Newington included:
 - Fuel Tank Permit for 8000-gallon UL 2085 above ground diesel tank with diesel suction pump on island at 206 Garfield Street, the Bus Garage.
 - Electrical Permit to install ceiling fans and the associated wiring and switches in the cafeterias for the Ruth Chafee, John Patterson and Anna Reynolds Elementary Schools.

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

David Zwick	2003 MC Fundamentals, 1/24/06
Art Hanke	2003 IBC Chapter 5 (heights and areas), 1/27/06
Richard Smith	2003 MC Fundamentals, 1/19/06
Pete Hobbs	2003 MC Fundamentals, 1/19/06 2003 IBC Chapter 5 (heights and areas), 1/27/06

Four Certificates of Occupancy were issued in January. They were all for commercial: Doogie's Restaurant, 2525 Berlin Turnpike; Fire House Company #2, 190 Richard Street; Walgreen's, 2920 Berlin Turnpike; and a Temporary Certificate of Occupancy for Goldstar Medical, 133 Louis Street.

Building Inspectors completed a total of 309 inspections: Above Ceiling (7), Accessibility (1), Alarm (9), Chair Lift (1), Chimney (4), CO (18), Decks (1), Electrical (57), Final (6), Footings (21), Footing Drains (11), Foundation (12), Framing (35), Gas Line (17), Hood (2), Hot Water Heater (3), Insulation (12), Mechanical (13), Plumbing (27), Pools (2), Rebars (12), Roofing (4), Rough (6), Siding (1), Sill (1), Spray Booth (1), Sprinkler (7), Sub Slab (1), Waterproof (14), Woodstove (3).

The total number of Building/Renovation Permits issued for the month of January was 111 producing a total permit value of \$1,784,232.00 categorized as follows:

Building/Renovation Permit Statistics

<u>Type of Permit</u>	<u>No. of Permits</u>	<u>Value of Permits</u>
Addition/Alterations	10	\$ 148,850
Deck	1	8,000
Demolition	0	0
Electrical	34	145,903
FSS/Sprinkler	2	6,800
Footing/Foundation	18	980,000
Fuel Tank	1	90,000
Garage/Shed	0	0
HVAC	14	108,878
New Commercial	0	0
New Residential	3	213,079
Plumbing	15	35,350
Pool	0	0
Roofing/Siding	6	35,760
Sign	7	11,612
Tent	0	0
Trailer	0	0
Total	111	\$1,784,232

Permit Value Comparison for January:

	<u>2005</u>	<u>2004</u>
Value of Permits Issued	\$1,784,232	\$520,362
Building Permit Fees Received	\$27,080	\$9,080
Other Income Fees	\$722	\$916
Building Permits Issued	111	73

Total Value of Permits and Permit Fees:

2005-2006		2004-2005	
Value	Permit Fee	Value	Permit Fee
\$17,151,624	\$270,288	\$28,768,731	\$277,265

HEALTH DEPARTMENT

- Routine inspections for the month consisted solely of food establishments. Walgreen's (Berlin Turnpike) was issued a new Food Service License.
- Hazardous Material Notification Forms were mailed to the approximately 150 businesses required, by local ordinance, to file an annual update with the Town on the type and quantity of hazardous chemicals expected to be stored on-site in calendar year 2006. All returned forms are reviewed for completeness and forwarded to the Fire Department for emergency response planning.
- The Environmental Quality Commission's met on January 24 and discussed a number of upcoming events to include Earth Day 2006 (April 22), the Household HAZWASTE Collection Day (May 6), and a possible Electronics Recycling Day (in conjunction with the Connecticut Resources Recovery Authority) sometime before the summer.
- Deliberations continued with respect to providing public health services to the Town after Public Health Coordinator Robert Cosgrove retires on July 1. Options being considered are the Town hiring a full-time Director of Health or joining an existing area (multiple town) health district.
- Radon gas testing kits, recently obtained (at no cost) from the Connecticut Department of Public Health, are being offered to Town residents to encourage testing of their homes.
- On January 19th, the Town's Local Emergency Planning Committee (LEPC) held its regular quarterly meeting at the Police Department's new Emergency Operations Center (EOC). Items discussed included scheduling a training exercise for this spring, updating the Town's Emergency Operations Plan and Department Annexes, scheduling routine call-out (pager) tests for EOC personnel, and developing a written protocol for a lockdown of Town buildings.
- During the month, CIRMA, the Town's Risk Management Agency, offered two employee training sessions on: (1) the use of employee "Personal Protective Equipment" (January 24th), and (2) "Chemical Hazard Communications" (January 19th). CIRMA has been very pro-active in providing OSHA-mandated training to our employees.
- The Employee Health and Safety Committee (EH&SC) held its regular bimonthly meeting on January 26. The committee identified "slips and falls" and "lifting" injuries as the focus of their continued prevention efforts in 2006, to include offering multiple employee training workshops.
- New complaints for the month numbered nine, none of any major significance.

Statistical Summary

	Monthly Totals	Year to Date	Last Year to Date
Food Establishment Inspections	50	50	38
Food Establishment Reinspections	8	8	2
Other Routine Inspections	5	5	9
New Complaints Received	9	9	13
➤ Complaint investigation made	9	9	8
➤ Notice of Violation issued by Public Health Coordinator	1	1	1
➤ Legal Order issued by Director of Health	0	0	1
➤ Complaint compliance recorded	4	4	9

HUMAN SERVICES

- Director Ken Freidenberg coordinated Red Cross disaster/shelter training for 44 volunteers from Newington, Wethersfield and Rocky Hill.
- Human Services, Parks & Recreation, Health Department, Senior and Disabled Center and the Town Manager's office sponsored a second meeting of the "Healthy Newington" initiative.
- Social Worker and Professor Dr. Valerie Dripchak is facilitating the Human Services "Parents Who Care" course which began this month.
- Information and Referral requests totaled 177 during the month. Issues presented included child and elderly day care, housing, family matters, legal, financial assistance, health and mental health among others.
- The Social Casework Program handled 62 active cases with 19 new cases referred this month. Casework issues include financial assistance, substance abuse, domestic conflict, child and elderly abuse, transportation, medical, mental health and housing.
- The Food Bank served 95 households composed of 220 residents. Clothing Closet and Special Need Fund requests remained constant at 65 and 12, respectively.
- The Youth and Family Counseling program received 12 new referrals with the active caseload at 43. Sixty-three clinical therapy sessions were conducted and 121 contacts were made with families or other agencies. There were 18 inactive and 3 closed cases.
- Positive Youth Development activities included:
 - Winter/Spring SCORE after-school program for middle school students activities offered include skiing, arts and crafts, cultural trips, video making, river walking, wall climbing, challenge course, horseback riding, school vacation adventures, animal rescue and pet pals.
 - Weekly SCORE ski and snow boarding program.
 - Completion of the fifth cycle of sixth grade ROPE at Martin Kellogg and John Wallace Middle Schools.
 - A trip to Vermont by the High School Adventure Club for two days of skiing/snowboarding.
 - Contracting with HealthTrax through the State Health Grant to create a healthy life style program for 15 high school age youth.
 - 121 youth participated in programs and activities during the month.

January 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	43	50	116	156
Positive Youth Development	121	187	1,799	2,066
Youth Works (Job Bank)	4	2	29	43
Information and Referral	177	198	1,314	921
Social Casework Cases Under 55 = 25 Over 55 = 37	62	68	195	145
Food Bank Participants	95	84	582	627
Special Needs	12	10	85	80

SENIOR AND DISABLED CENTER

- The Center continues to assist people with Medicare Part D. Between Social Worker Teri Snyder and CHOICES counselors, 27 people were assisted this month.
- The Board of Education and Services for the Blind (BESB) provided a seminar on low vision on January 20. BESB also completed a six-week life skills training program for persons with low vision and an Optolec reading magnifier for the Center. This marks the beginning of a new partnership and will lead to an ongoing support group at the Center.

- Newington Health Care Center sponsored a lunch and learn program on January 24 with Ann Rolfe, Director of Rehabilitation Services, presenting.
- On January 31st, Avery Heights sponsored a program entitled “Mind Your Body ... How You Can Help Yourself to Stay Healthy.”.
- Center Director Dianne Stone traveled to Baltimore County to evaluate two Senior Centers for National Accreditation.
- Ms. Stone represented Connecticut at the New York City Council of Senior Centers and Senior Services Annual Conference in a panel discussion about caregiver services in the tri-state area.
- Remodeling of the Social Service area continued with installation of slat wall. Literature holders have been ordered so that the room can be used for information and referral.
- The Center currently has 3,436 members, with 33 new members joining in January.

Dial-A-Ride		Wellness Clinic		Senior Café
Trips	Miles	On-site	Off-site	Meals Served
1,268	3,672	N/A	N/A	976

Project Homeshare				
	Current Matches	Providers	Seekers	Counseling Calls
Newington	2	8	3	3
Other Comm.	1	36	48	17

PARKS AND RECREATION

Administration

- A subcommittee of the Board of Parks & Recreation interviewed five firms that submitted proposals for the Master Plan and recommended the appointment of CEHP.
- Superintendent Wendy Rubin met with the caretakers at the Kellogg-Eddy House, Youth Lacrosse coaches, and addressed concerns regarding food vending in parks and snowmobiles at Young Farm.
- A Parks and Recreation Department’s 50th Anniversary Kick-Off Celebration was held in the Teen Center with a Staff Appreciation luncheon sponsored by the Newington Soccer Club.
- Over 20 residents, a Girl Scout troop, and State Department of Transportation and Department of Environmental Protection staff have volunteered to assist in the newly formed Newington Greenways Alliance.
- Four MPA students from the University of Connecticut Orgs and Management class are studying the department’s fees and charges and program delivery to assist in enhancing efficiency and effectiveness.

Recreation

- 118 winter programs and classes were held with 1,664 individuals participating, comparable to last year.
- Basketball dominated the weekly activity with 107 teams playing 54 games per week.
- Because of leaks in the roof at Martin Kellogg School, seven games on January 7 and 14 had to be moved to Elizabeth Green’s new gymnasium.
- Preparations for the department’s 50th anniversary included banners, publications, and old photographs being cataloged for special events.
- Two new programs, Ballroom Dance and Swing Dance, filled to capacity.
- 53 participants had a great time on the Boston Celtics trip.
- Lifeguarding class began on January 11 with 10 students.

Parks and Grounds

- The “Playground Medic” performed safety inspections of all park playground equipment.
- Despite warmer than normal January temperatures, Division personnel removed 22.5 inches of snow in 7 incidents.
- A wind/rain event on January 18 with 40 to 50 mph winds and an inch of rain led to the fall or damage of a number of trees in parks and street areas.
- Dumpster areas in the Municipal Parking Lot were rebuilt as a result of wind and storm damage.
- Division members relocated locker facilities in the Community Center and recycled lockers from the former Police Department area.
- There were five interments in Town cemeteries during January.

LIBRARY

- The *One Book 4 Towns* community reading program kick-off will be held at the Cora Belden Library in Rocky Hill on Wednesday, April 5, at 7:00 p.m. and the finale will be in the Newington Town Hall Council Chambers on May 25 at 7:00 p.m. Author Stewart O’Nan will be reading from *The Good Wife* at the kickoff and speak at the finale.
- The new “Book a Librarian” service has become one of the most sought-after services. Patrons can make one hour appointments to have personalized reference service with a librarian. Most instruction is on the use of online databases and the online card catalog.
- Programs for teens during January included a *Teen Trivia Afternoon*. A Teen Artist’s Reception was held to honor the 14 teens who displayed their artwork in the Community Room for the month. Newington High School students provided musical entertainment and over 100 people attended the event throughout the afternoon.
- Over 1,630 children and their caregivers attended 59 programs offered by the Children’s Room. Highlights included a *Teddy Bear Picnic* and a *Chess Club* event. Curriculum support was high as 14 classes from Newington schools made field trips for materials selection and story-based programs.
- A voting machine was set up in the Children’s Room during the month so Newington readers could vote for their favorite nominee for the state-wide Nutmeg Children’s Book Award. *Made You Look* by Diane Roberts was the overall winner.
- Paper tax forms of all kinds are available at the Library; staff also instructs patrons in the use of online forms.
- Topics of note that were researched this month included:
 - Ratings of electric tooth brushes.
 - Aspartame and its effect on body chemistry.
 - Picture books on gender equality.
 - Picture books to teach character education.
- Library staff members have been learning how to blog and have set up two blogs that can be accessed from the library’s homepage. Blogs are a new way for people to communicate about topics of similar interest via the Internet.
- The downloadable audiobook service was implemented this month. It is very easy to download titles from the library’s website to a personal computer. Patrons can then load the books on to a portable device.
- Circulation of materials was 35,636 (+4%). An average of 680 people entered the library each day. 3,595 reference questions were answered and 1,183 items were processed and added to the collection.
- Other use statistics for the month of January include: the library’s homepage - 8,454 hits; Internet computers - 2,223 hours logged.
- In personnel issues, part time children’s librarian Deb Martin has accepted the position of Children’s Librarian at the Portland Library.