



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: July 15, 2005
Re: Monthly Report – June 2005

GENERAL ADMINISTRATION

During the month of June, the primary focus of the Office of the Town Manager was (a) preparation for the Eddy Farm agricultural preservation easement closing anticipated in early July 2005 in conjunction with the Town Attorney, Town Planner and the Trust for Public Land; (b) participation in a bond presentation before Moody's and S&P related to the final sale of bonds for the Police Department Renovation/ Expansion Project; and (c) addressing a number of personnel matters.

Other items of interest during the month included:

- At the invitation of Newington High School Civics teacher Debbie Scorzato, addressing two (2) classes regarding the role of Town Manager in Newington's organizational structure and current issues within our community;
- Participating in a June 10, 2005 retreat of the Town Managers within the Mid State Collaborative;
- Attending the quarterly meeting of the Department Heads (IST, Library, Police, Parks and Recreation, Senior and Disabled Center and Human Services) within the Mid State Collaborative;
- Hosting the June 16, 2005 meeting of the Mid State Collaborative;
- Attending meetings with the Chief of Police regarding the status of the Police Department Renovation/ Expansion Project;
- Attending the June 16, 2005 bond sale related to the Police Department Renovation/ Expansion Project. The bond sale yielded a rate of 4.06%;
- Attending the June 17, 2005 retirement party on behalf of Fire Chief James Trommer;
- Attending Crisis Management Training sponsored by the State of Connecticut Public Health Department on June 21, 2005;
- Participating in the June 21, 2005 meeting of CRCOG's Municipal Services Committee;
- Meeting with the Town's consultant regarding the status of the remediation efforts pertaining to the abandoned National Welding site;
- Participating in a number of interviews for the positions of Groundskeeper I and Assistant Building Official;
- Continuing the process of completing Fiscal Year 2004-2005 performance evaluations for Department Heads and Town Manager Office staff; and
- Attending the June 29, 2005 swearing in ceremony for the rank of Fire Chief and Assistant Fire Chief.

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

HIGHWAY DEPARTMENT	Overtime Hours	Cost
Vehicles and Equipment	95.70	\$ 2,881.75
Weekend Stand-by and Call-in	16.00	510.64
Road Resurfacing	7.10	241.77
Howard Street/Eddy Lane	24.00	1,259.02
RD Main	<u>13.50</u>	<u>425.16</u>
Total	156.30	\$ 5,318.34
PARKS AND GROUNDS DIVISION		
Pools	74.00	\$ 2,237.32
Cemetery	14.00	423.22
Weekend Activities	29.00	876.67
Mowing	13.00	392.99
Herbicide Application	<u>150.00</u>	<u>4,534.50</u>
Total	280.00	\$ 8,464.70
POLICE DEPARTMENT		
	2004-05 Budget Overtime Appr.*	Overtime Expended Fiscal Year to Date
Patrol	\$ 799,666	\$ 790,007.30
Investigation	69,876	66,643.91
Communication	135,792	137,127.26
Education/Training	59,229	60,158.42
Support Services	31,048	20,109.94
School Resources Officer Grant	3,228	2,136.18
Animal Control	<u>15,597</u>	<u>9,108.35</u>
Total	\$1,114,436	\$1,085,291.36

*Include various mid-year transfers

PERSONNEL

- Interviews were conducted for the Assistant Building Inspector position. Carlton M. Smith, Building Inspector in another municipality, was offered the position and will begin his duties in Newington on July 25.
- An oral panel also interviewed candidates for the Groundskeeper I position with a practical exam administered immediately following. Two applicants were subsequently interviewed by Wendy Rubin, Superintendent of Parks and Recreation; Dennis Bonitsky, Supervisor, Parks and Grounds; and me.
- A Groundskeeper I vacancy that was placed on hold due to a freeze on hiring was posted for internal bidding.
- Testing for several part-time positions in the library was completed during the month.
- The position of Accounts Administrator in the Finance Department was advertised during the month with a closing date of July 8.

RISK MANAGEMENT

The eleventh month of the 2004-2005 Blue Cross/Blue Shield plan year produced a combined paid claim total that was dramatically higher than the estimates that were developed at renewal. The total claims were estimated at \$595,226 per month; the initial number for May 2005 came in at \$714,524. This increase was due to two participants exceeding the \$150,000 individual stop loss attachment point.

INFORMATION SYSTEMS AND TECHNOLOGY

- Completed 135 work orders.
- Blocked over 16,400 SPAM/ unsolicited emails.
- Installed building code software (NEC 2005) for the Building Department.
- Installed and configured new computers at the Highway Garage, Library, Fire Headquarters as well as Fire Companies 1, 2, 3 and 4.
- Paul G. Boutot, Director of Information Systems and Technology, attended the GMIS (Government Management Information Sciences) conference in New Haven, Connecticut.
- Microsoft Office 2003 was remotely deployed to the Town’s desktop computers
- Mr. Boutot worked with Geo911 Inc. on various components of the Police Departments Records Management System.
- A combined effort by the Information Systems staff, Revenue Collector and Assessor completed the first printing of property tax bills with the new software version. On-site support from the developer expedited the creation of billing data from assessment records. Preliminary testing has shown that this recent software release will, in the future, reduce significantly the time needed to produce bills.
- Information Systems Specialist Roy Zartarian set up a voice mail system for the Human Services Department contract therapists to facilitate communications between the therapists and their clients.
- IST staff provided the requisite resources to enable the Senior and Disabled Center to host a public web-based interactive program.
- During May 2005, the last month for which figures are available, the Town’s web site had over 20,000 visits. Among the most popular sections were the Employment page and the Meetings and Community Calendars.

FINANCE

Accounting and Administration

- On June 6th two credit rating presentations were held at the offices of Moody’s Investor Services and Standard & Poor’s in New York City with Town Manager Paul Fetherston, Finance Director Bill Hogan and Deputy Finance Director Ann Harter participating. As a result of these reviews, the Town’s high ratings were re-affirmed at Aa3 and AA, respectively. Financial advisory services were provided to the Town by Terri Larson of Webster Bank.
- On June 16th, the Town held a bond sale in the amount of \$3.7 million with a term of 20 years for the Police Department Renovation/Expansion Project. Two bids were received via the internet. Award was made to UBS Financial Services, the low bidder, with a true interest cost of 4.063%.
- The 2004-05 fiscal year close out was underway during the month with all departmental general fund balances analyzed to determine possible June 30th overdrafts. As part of the close out activity, the Town’s auditors, Scully & Wolf, began their testing procedures.
- A financial policy and procedures manual was completed for financial information posted to the Town’s general ledger system.
- The Town received its final payment from the State of Connecticut in the amount of \$107,393 for the Pequot Grant.

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) 6/30/05

General Fund	\$21,113,126
Special Revenue Funds	1,582,905
Capital Projects Funds	5,585,054
Internal Service Fund	2,910,299
Trust and Agency Funds	1,271,368
TOTAL, ESTIMATED BY FUND	\$32,462,752

INVESTMENTS, BY INSTITUTION TYPE

Unaudited)

6/30/05

	Interest %	Interest \$	\$ Invested
Ave. Monthly Yield, Annualized	Current Month	Last Month	Current Month
STIF	3.67	3.13	29,931
CLASS PLUS	2.77	2.67	23,055
Banknorth	3.40	3.40	14,035
Sovereign Bank MM	3.97	3.40	27,365
Total Outstanding Investments			32,462,752

Assessor

- The 2005 town-wide real estate revaluation continued throughout the month. Income and Expense reports were analyzed for commercial properties. Sales that occurred during the month were inspected.
- Real estate transactions were read up to June 15th.
- The Assessor's office assisted residents with motor vehicle assessments during the last week of June. Several hundred people needed adjustments to their assessments due in part to vehicles that were sold, stolen, registered out of state, or totaled.

Revenue Collector

- Statements were mailed on all open real estate accounts and notices were mailed on parking violations issued during the month of May.
- The coding of delinquent accounts, leasing company accounts, and escrow accounts was completed and entered on the 10/1/04 Grand List records.
- The annual report of Municipal Property Tax Collectors was filed with the State of Connecticut Office of Policy and Management.
- Tax bills were printed from June 8th through June 11h. This included the printing, sorting and reconciling of 42,715 accounts. DataMail processed and mailed the bills on June 24th.
- The Department of Motor Vehicles was sent the file of paid motor vehicle accounts to release the flagged registrations.
- Collection on the current levy amounted to \$47,680.16. Advance collection for the new levy amounted to \$1,760,062.15 for the month of June.

PURCHASING

BID NO. 13, 2004-05, BALLFIELD LIGHTING DESIGN AND SUPPLY (Request for Qualifications)

Opening Date: June 2, 2005

Respondents

Bill Simione and Associates, Inc., Rensselaer, NY
Musco Lighting, Farmingdale, NJ

The proposals are under review.

BID NO. 14, 2004-05, LEAF MACHINE

Opening Date: June 9, 2005

Bidder	Base Bid	Alt. One (Leaf Box)
ODB, Richmond, VA	\$15,993	\$3,115

A demonstration of the machine to see if it meets requirements is being arranged.

BID NO. 15, 2004-05, HIGHWAY FUEL STORAGE TANK AND DISPENSING SYSTEM

Opening Date: July 8, 2005

BID NO. 2, 2005-06, FIRE DEPT. AERIAL PLATFORM TRUCK

Opening Date: July 14, 2005

RFP NO. 3, 2004-05, CONSTRUCTION INSPECTION AND CONTRACT ADMINISTRATION

Opening Date: April 22, 2005

Respondents

GM2, Glastonbury
Maguire Group, New Britain
Anchor Engineering Services, Inc., Glastonbury
A-N Consulting Engineers, Inc., Berlin

Staff interviews with representatives of the firms were held on June 8.

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

Opening Date: July 7, 2005

TOWN CLERK

- Land-recorded documents for June totaled 786 with \$19,178.00 collected for recording fees.
- There were 92 property transfers with \$35,853.89 collected in town conveyance tax and \$96,226.28 collected in state conveyance tax.
- Total property sales for the month were \$17,042,256. Notable transfers during the month included: 133 Louis Street for \$450,000 from L.E.S. Realty Trust to Chesterview Trust LLC; 1096-1100 Main Street transferred from M. Hollis Kobayashi to Roma Properties III LLC for \$430,000; 240 Day Street sold for \$475,000 from Merrow Machine Company to 240 Day Street LLC. Additionally, seven other properties each sold for over \$300,000.
- The total number of documents recorded for Fiscal 2004/2005 was 8,047 compared to 11,484 from the previous year. \$210,635.00 was collected in recording fees, 50 volumes were processed and approximately 39,690 pages of documents were microfilmed and archived. There were a total of 1,104 property transfers, \$497,235.50 was collected for town conveyance tax and \$1,654,986.33 was collected for state conveyance tax.
- Renewal notices for dog licenses were mailed to Newington residents, prior to the June 30th deadline for licensing all canines in town.
- Sports license sales accounted for \$1,875.50 in revenue to the Town; \$43,708 was forwarded to the Department of Environmental Protection.
- The year-to-date deposit for the General Fund increased \$72,024.80—an 8% increase over last year. Total activity for the department increased \$56,783—a 6% increase in revenue over last year. Departmental revenue increased despite a 29% drop in recorded documents.

Data Summary-June 2005

	<u>June 2005</u>	<u>June 2004</u>	<u>FY 2004/05 to Date</u>	<u>FY 2003/04 to Date</u>
Land Record Documents	786	847	8,047	11,484
Dog Licenses Sold	1113	1014	1936	2155
Game Licenses Sold	61	286	2,898	2290
Vital Statistics				
Marriage Licenses	17	18	35	203
Death Certificates	19	20	73	399
Birth Certificates	19	20	227	271

Total General Fund Revenue	\$ 58,606.14	\$130,447.20	\$834,452.93	\$762,428.13
Town Document Preservation	\$ 651.00	\$ 824.00	\$ 7,199.00	\$ 10,090.00
State Document Preservation	\$ 1,302.00	\$ 1,648.00	\$ 14,398.00	\$ 19,304.00
State Game Licenses	\$ 1,399.00	\$ 5,484.00	\$ 45,076.50	\$ 51,431.00
State Dog Licenses	\$ 5,466.00	\$ 5,677.00	\$ 10,514.00	\$ 10,675.00
Dog Licenses Surcharge	\$ 2,242.00	\$ 2,408.00	\$ 4,103.00	\$ 5,963.00
Marriage License Surcharge	\$ 266.00	\$ 228.00	\$ 3,534.00	\$ 2,603.00
Grand Total	\$ 69,932.14	\$146,716.20	\$919,277.43	\$862,494.13

REGISTRARS

- Susan Bysiewicz, Secretary of the State, joined the Registrars of Voters on June 8 at Newington High School to register students who will be 18 by November 8, 2005. Approximately one-third of the eligible students (99) registered.
- June 13th was the last day for residents to change party affiliation to vote in the September Primary.
- The Newington Registrar of Voters, on June 15, attended a forum at the State Capitol on new voting machine technology required by HAVA and the Dodd Bill.
- The Elections Office received 165 new applications during the month of June bringing the total number of registered voters to 18,330.

POLICE DEPARTMENT

- Patrol officers responded to a residential burglary complaint at a Main Street address in June. An unknown suspect(s) forcibly entered a home while the homeowner was asleep and stole numerous items from the home. The investigation is ongoing.
- Officers investigated a domestic dispute where a female was taken to a wooded area in town, held against her will and threatened with a knife. The boyfriend of the female was arrested and appeared in New Britain Superior Court.
- Patrol officers responded to a report of a missing two year old. A caretaker reported that her two year old nephew was missing from her residence and she could not locate him. Numerous officers responded to the area and located the boy a short time later.
- Forty-one offenses were the subject of investigation by Detective Division personnel in June
- In June, members of the Detective Division arrested an individual for four commercial burglaries that occurred late last year. The individual gained access to the buildings by ramming vehicles through their front doors and was charged with numerous counts of Burglary, Larceny, and Criminal Mischief.
- A detective investigated a larceny complaint from a local bank which led to the arrest of a woman for the charges of Larceny 1st degree, Identity Theft 1st degree, and three counts of Forgery 2nd degree. The investigation determined that the woman counterfeited three checks and deposited them into her bank account. The woman then withdrew more than \$34,000.00 from the account.

FIRE DEPARTMENT

The Fire Department responded to 51 alarms/emergencies as follows:

	<u>June 2005</u>	<u>12 months Cum.</u>
Residential	14	207
Commercial, Industrial, Office	17	161
Hospital, School	5	43
Vehicle	2	33
Rescue, Police Assistance	1	29

Dumpster, Rubbish	1	14
Grass, Brush, Leaves	2	25
Hazardous Materials/Clean up	1	44
Investigative Alarm	8	71
False Alarm	0	0
Mutual Aid/Standby	0	13
Carbon Monoxide Investigation	1	59
Total	51	699

Response by Companies through 12 months:

Company #1 (Main Street)	Company #2 (Richard Street)	Company #3 (West Hill Road)	Company #4 (Dix Avenue)
600	466	371	295

Manpower/Response Breakdown*

	Weekdays 8 a.m.-4:00 p.m.			All Other Times		
	Alarms Answered	Members Responding	Alarms Average	Alarms Answered	Members Responding	Alarms Average
Co. #1	19	109	6	28	258	9
Co. #2	18	81	5	17	85	5
Co. #3	15	34	2	15	57	4
Co. #4	10	18	2	10	31	3

*Average is to the nearest whole number.

Training Summary:

Deputy Chief Tom Lapierre reported 496 hours of training were provided to department members.

Training	Topic	Members	Hours
Officer Training	Fire Attack – Advanced Hose Lines	17	36
Department Training	Firehouse Software	50	150
Multi-Company Training	Electrical Safety	55	110
Hartford County Training	Firefighter I Class	2	200

FIRE MARSHAL

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

Inspections	31
Inspection Follow-Ups	53
Plan Review	13
Job Site Inspections	5
Underground Tank Removal	1
Fire Investigations	1
Fire Alarm Trouble	2
Complaints	1
Haz/Mat	1
Bomb Threats	0
Blasting	19

- Blasting for the Woodlands development off Fenn Road began on June 9; no problems were observed and no complaints reported as a result of the project.

PUBLIC WORKS/FACILITIES MANAGEMENT

- Interviews were held and a consultant was selected to perform inspection services on the Maple Hill Avenue and Church Street pavement rehabilitation project. ConnDOT has tentatively scheduled the bidding of this project for the beginning of fall 2005.
- The drainage improvements to the intersection of Howard Street and Eddy Lane were started and are progressing on schedule with completion anticipated in July.
- The Public Works Director and the Highway Superintendent attended a pavement demonstration in Tolland as well as a pre-construction meeting at ConnDOT to discuss the upcoming milling and overlay of the Berlin Turnpike.
- Plans were started for the rehabilitation of Ivy Lane, scheduled to begin late July or August.
- A Newington High School student will work in the Engineering and Planning Departments on a summer internship program to gain insight into the working of those departments.

Highway Department

- Crews began the Howard Street and Eddy Lane drainage improvement project which includes the installation of additional storm water basins.
- Highway personnel assisted the Traffic Division with pavement markings and sign installation.
- Surface milling and paving was completed on sections of Mountain Road, Connecticut Avenue, Cherry Hill Drive, and Clarendon Terrace. The entire length of Lucille Street was paved as well.
- Miscellaneous projects completed during the month included pothole patching, topsoil repairs, and test pit excavation for upcoming construction projects.
- Equipment Operator II Gary Williams attended a UCONN sponsored surveying methods class.
- Landfill product organization continued throughout the month as well as vegetation stockpiling.
- During the month of June the repair garage continued with preventative maintenance schedules as well as emergency repairs to all Town department vehicles and equipment.

TOWN PLANNER

Brownfields Assessment Grant - On June 6th the Town Planner attended Region I EPA's Brownfield grant recipient training program in Chelmsford, Mass. As a new participant in the federal Brownfield program, Newington must prepare and submit a detailed two year work plan and budget for EPA approval prior to incurring grant expenditures. The Town Planner will be working on this during July and coordinating grant contract approvals prior to the start of the federal fiscal year, October 1st.

Facade Improvement Program - During June significant progress was made with the removal and installation of new storefront windows. Carpentry work for windows, doorways and parapet were completed on 1018-1040 Main Street. The contractor began applying dryvit coatings and molding details along East Cedar Street, Carvel's and Newington Bicycle. Lighting design, awning and sign layouts will be completed in June by the project architect for review and approval by business and property owners.

Phase II Main Street Improvements - Revised design plans have been prepared by the Maguire Group. On June 2, concept plans were presented to businesses and property owners within the project area. The proposed closure of the Main/Bonair intersection will be presented as a bid alternate. The base bid design includes leaving the intersection open, but reducing its width to "calm traffic." The bid alternate will show the closing of the intersection to public traffic, discontinuance of Bonair and access to the doctor's office at 1247 Main Street and Newington Memorial Funeral Home via shared easement using the driveway into CVS.

Development Project Summary

- Walgreen's – 2920 Berlin Turnpike: The next phase of site work will involve the construction of a retaining wall and drainage along the south property line. Roadway intersection widening at Griswoldville and Deming Street and new traffic signal are under review by the State Traffic Commission. The project developer is looking to open in late September, but this is dependent on traffic signal and sanitary sewer line connections to the Sunrise Estates Subdivision.
- Sunrise Estates stormwater easement documents between the Town, developer and ConnDOT are complete. Additional easement and approvals for an MDC sanitary sewer line through ConnDOT property are expected by mid-July. Off site drainage work will begin in mid-July.
- An application by Woodlands, Pulte Homes of New England, for a special permit to process up to 40,000 cubic yards of rock excavation from the project site on Fenn Road is proceeding through TPZ public hearing, involving testimony from neighbors and the site contractor on the pro and cons of on-site crushing.
- Toll Brothers, the developers of the Hartford Drive-In site, have met with staff to discuss preliminary plans for a townhouse development for this 13 acre parcel. Traffic issues appear to be resolved by restricting access on Prospect Street to right in and right out; a full site driveway will be provided on Back Lane. This site has limited area for stormwater retention which will be required prior to connection to the State's limited system in the Berlin Turnpike.
- Raymour & Flanigan, corner of the Berlin Turnpike and Pane Road, has been approved for a 4,000 sq. ft. retail use. Former gas station and site of severe soil contamination, remediation of the petroleum pollutants, together with a site plan which provides shared driveway access onto Pane Road, will redevelop this highly visible corner.
- TGI Friday's Restaurant at JoAnn's Plaza received its amended State Traffic Commission Certificate, June 21st. Work on this 7,000 sq. ft. pad restaurant can now proceed.

BUILDING DEPARTMENT

- Five permits were issued for single family residences (240 Cedar Street, 177 Adrian Avenue, 16 Berkeley Place, 14 Dacosta Drive, and 35 Strawberry Lane).
- Two Permits were issued for commercial buildings (a pre-fab 12x20 radio building at 605 Willard Avenue and TGI Friday's Restaurant, 3025 Berlin Turnpike).
- Three Certificates of Occupancy were issued, two for single family residences (24 Strawberry Lane and 26 Dacosta Drive) and one for Bond Dinettes, 565 Cedar Street.

Building Department Inspectors completed a total of 278 inspections: Alarm (2), Chimney (2), CO (6), Code (23), Decks (1), Electrical (67), Exhaust Hood (2), Final (12), Fireplace (2), Footings (19), Foundation (1), Framing (29), Gas Line (5), Insulation (10), Mechanical (21), Piers (8), Plumbing (27), Pools(10), Rebars (7), Roofing (5), Sill (3), Sprinkler (3), Tanks (6), Tent (2), Waterproof (5).

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

A. W. Hanke	National Electrical Code, June 8
J. Sinsigalli	Means of Egress in Accordance with the 2003 IBC, June 1 National Electrical Code, June 8
Pete Hobbs	Means of Egress in Accordance with the 2003 IBC, June 15

Building/Renovation Permit Statistics

<u>Type of Permit</u>	<u>No. of Permits</u>	<u>Value of Permits</u>
Addition/Alterations	16	\$ 570,444
Deck	8	24,300
Demolition	3	24,200
Electrical	47	136,515
FSS/Sprinkler	2	16,425
Footing/Foundation	1	100,000
Fuel Tank	3	2,400
Garage/Shed	4	27,629
HVAC	16	378,182
New Commercial	2	730,000
New Residential	5	696,480
Plumbing	13	38,730
Pool	5	12,315
Roofing/Siding	33	342,075
Sign	2	1,300
Tent	3	2,400
Trailer	0	0
Total	163	\$ 3,103,395

Permit Value Comparison for June:

	<u>2005</u>	<u>2004</u>
Value of Permits Issued	\$3,103,395	\$3,781,650
Building Permit Fees Received	\$49,870	\$58,935
Other Income Fees	\$2,354	\$2,814
Building Permits Issued	163	212

Total Value of Permits and Permit Fees:

<u>2004-2005</u>		<u>2003-2004</u>	
<u>Value</u>	<u>Permit Fee</u>	<u>Value</u>	<u>Permit Fee</u>
\$41,940,836	\$458,510	\$52,999,177	\$479,855

HEALTH DEPARTMENT

- Routine inspections for the month consisted of food establishments and the start of monthly inspections of all outdoor public swimming pools.
- On Saturday, June 11, staff worked at a rabies vaccination clinic in Berlin, co-sponsored by our Health Department and the Berlin Animal Control Officer.
- The Town's Local Emergency Planning Committee (LEPC) held its regular quarterly meeting on June 16. Discussions centered on a follow-up report on the HAZMAT table-top exercise held on May 19 and the need for continued pager tests of Emergency Operations Center (EOC) personnel.
- On Saturday afternoon, June 11, Robert Cosgrove, Public Health Coordinator, was notified of a sewage overflow problem on Old Farm Drive. The MDC was notified and traced the problem to a leak in the "force main" from their neighboring pump station. The repair work was completed immediately.
- On June 15, based upon surveillance of sentinel roadside catchbasins for mosquito larvae populations, the department initiated larvaciding of all catchbasins in town. Surveillance will continue into the fall months.
- The Connecticut DEP initiated their surveillance of dead bird reporting and testing; the Health Department has received very few dead bird reports and none suitable for testing for West Nile Virus (WNV).

- The Connecticut Agricultural Experiment Station (CAES) initiated trapping of mosquitoes at Churchill Park during the week of June 6. The trapping occurs on a 7 – 10 day cycle and will continue into the fall.
- On June 22, the annual Employee Health Fair was held at Town Hall from 11:00 a.m. – 3:00 p.m. The Town’s insurance company representatives (3) were present as well as a representative from Healthtrax. Free screenings were provided for blood pressure, cholesterol, and diabetes.
- On June 2, Greg Mattus, Public Health Inspector, and Donna McKean, Administrative Secretary, hosted the “Daily News Show.” Ms. McKean reviewed procedures for calling-in complaints about rubbish/recycling collections, the operation of the town landfill, and how to obtain a vegetation disposal permit.
- New complaints for the month numbered 36 most of which involved blighted residential properties.

Statistical Summary

	Monthly Totals	Year to Date	Last Year to Date
Food Establishment Inspections	23	244	226
Food Establishment Reinspections	0	28	27
Other Routine Inspections	16	32	37
New Complaints Received	36	123	66
➤ Complaint investigation made	40	130	64
➤ Notice of Violation issued by Public Health Coordinator	10	27	17
➤ Legal Order issued by Director of Health	0	2	1
➤ Complaint compliance recorded	42	109	55

HUMAN SERVICES

- End of the year activities, preparation for summer programs and caseload needs made June a busy and challenging month.
- Positive Youth Development activities included the following:
 - The final cycle of ROPE for sixth-graders at both middle schools.
 - The High School Alternate Program students kayaked on the Farmington River.
 - Decision-making challenge initiatives for all elementary schools at end of the year picnics.
 - Rock climbing at Ragged Mountain in Southington for the Newington High School Adventure Club.
 - Staff and mentor summer training at the Challenge Course, including teambuilding, cooperative initiatives and a review of summer rules, expectations and responsibilities.
 - Summer programming kicked off the last week in June with “Farm Fiesta Week.” Activities included making cheese and butter, spinning fiber, picking strawberries and making homemade ice cream.
 - Working with the Kiwanis Club to identify youth and families to attend their annual New Britain Rock Cats baseball game and picnic in August.
 - 579 youth participated in youth programs and activities.
- The Youth and Family Counseling Program received 14 new referrals reflecting a rise in the active caseload to 55 with 8 inactive and 13 closed cases. There were 117 therapy sessions provided and 185 contacts with families and other agencies.
- The Department was informed on June 30 that a state grant from the Department of Social Services would be terminated as of August 1 as a result of a policy decision made by the State Office of Policy and Management. This grant provided funding to support the Youth and Family Counseling program for 17 low-income families and had been received by the Town annually since 1983.
- The Juvenile Review Board handled two cases during the month.
- Social Casework was provided to 66 active cases with 25 new referrals.
- Food Bank, Clothing Closet and Special Need Fund requests remained constant with many families and individuals experiencing difficulties due to job loss, fixed income and/or medical conditions.

June 2005 Statistics

Selected Programs	FY 04-05 Undp. Total This Month	FY 04-05 Undp. Total Last Month	FY 04-05 Cum. Undp. Total YTD	FY 03-04 Cum. Undp. Total YTD
Youth and Family Counseling	55	46	227	242
Positive Youth Development	579	438	4,140	2,663
Youth Works (Job Bank)	3	7	65	79
Information and Referral	*206	*129	*1,555	1,727
Social Casework Cases Under 55 = 31 Over 55 = 35	*66	*81	*252	335
Food Bank Participants	88	92	1,033	1,064
Special Needs	16	17	157	153

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

SENIOR AND DISABLED CENTER

- June marks the end of the club season at the Senior and Disabled Center. The Senior Club held its closing banquet on June 6 at Indian Hill and AARP Chapter 697 held its banquet at the Chowder Pot on June 15.
- The Renter's Rebate Program is in full swing. As of June 30, Coordinator Karen Halpert had processed 165 applications; 30 were first time applicants.
- On June 9, the Senior and Disabled Center acted as a host site for a teleconference/webinar sponsored by the National Institute of Senior Centers and the National Interfaith Coalition on Aging regarding senior center programs that address spirituality. Staffs from area senior centers as well as representatives of local faith groups were invited. Although there were some timing issues, the technology was encouraging.
- The North Central Area on Aging and AARP have collaborated to create a volunteer based Benefits Screening program. Using the Center's SeniorNet computers, several volunteers were on hand to guide people through BenefitsCheckUp.org, an online screening tool.
- The Center currently has a membership of 3,393 with 24 new members in June.
- The information and referral center continued to take shape. Office furniture has been ordered and Center staff met with staff from Lucy Robbins Welles Library to learn how to effectively display information.
- Andrew House Health Care sponsored a Lunch and Learn program on June 1 covering Physical and Occupational Therapy.
- A & D Home HealthCare sponsored a program on Wellness and Home Safety on June 21.
- As part of the Center's participation in a fall prevention program, a special training program was held for volunteers who are most likely to come into contact with frail older adults.
- Program Coordinator Eleanor Eichner and Homeshare Coordinator Sue Toczko provided a decoupage class at the Center on June 10th.
- Social Worker Teri Snyder had an active caseload of 46 at the end of June. While each situation is unique, the majority of residents are seeking assistance with making ends meet.

Dial-A-Ride		Wellness Clinic		Senior Café
Trips	Miles	On-site	Off-site	Meals Served
1,718	4,612	175	18	1,181

Project Homeshare

	Current Matches	Providers	Seekers	Counseling Calls
Newington	2	9	4	3
Other Comm.	6	38	61	32

PARKS AND RECREATION

Administration

- Wendy Rubin, Superintendent of Parks and Recreation, conducted seasonal staff training in Customer Service as well as a Supervisors' Boot Camp for playground and pool supervisory positions.
- A Crisis Management Plan was put into effect and all administrative staff members were trained in administrative procedures, including public relations; seasonal staff was trained in front-line crisis management.
- A CIRMA Risk Management study resulted in the recommendation to remove the high diving board at Mill Pond Pool.
- The Kellogg-Eddy Caretaker position was filled by Cynthia Roberts-Diaz and William Diaz with a July 1, 2005 start date.
- Mortensen Community Center renovations continue and parking issues along Garfield Street were addressed with new signage.
- Superintendent Rubin received a \$250 professional development scholarship to attend the NRPA New England Training Institute from the Connecticut Recreation and Park Association.
- A committee was established to review bid proposals and qualifications for sports field lighting companies; qualifications were verified and a pre-bid meeting is scheduled.

Recreation Division

- Department staff received and processed over 2,683 registrations for summer activities, down from last year's 3,000. This total includes all classes, playground registrations, and pool passes issued.
- The Aquatics and Playground staff held their annual orientation June 13 – 25. Summer staff attended First Aid, CPR and bloodborne pathogen training.
- Summer Playgrounds Staff Training concluded in June with the nine Site Directors completing 40 hours and the Counselors completing 20 hours. Topics included "Nuts & Bolts" of the Staff Manual, Non-Violent Crisis Intervention, Disabilities and Special Needs, CPR, First Aid, Discipline Techniques, and Summer Playgrounds A-Z.
- The Summer Playground began its first of seven weeks with a total of 365 children registered, down 16% from last year. The participants ended their first week with a cookout at the Community Center.
- The Summer Sunshine program for children ages 3 and 4 began with 52 participants, up 8% from last year. The Playground Pals program for children ages 5 and 6 also began the last week in June with 37 children, up two registrations from last year.
- Summer Music and P & R Musical Theater Workshop have begun their summer programming. The students are preparing for their July 27th concert at John Wallace Middle School which will begin at 7:00 p.m.
- The Theater Program is performing "Abracadabra Aladdin." The troupe will perform four shows, Friday, July 30th, at 1:00 p.m. for seniors; Friday at 7:00 p.m.; and Saturday, July 31^s, at 2:00 p.m. and 7:00 p.m. This year's show is Cabaret style and will be held at the Senior and Disabled Center. Tickets are on sale at the Parks and Recreation Department.
- Due to the hot weather, Churchill Pool opened two days early.
- Newington Parks and Recreation continued its partnership with Camp Sunrise in Glastonbury. This year 13 children from Newington with special needs were sent to the summer camp.
- Great weather in early June helped give the 4th graders in Newington a great pool experience. All four elementary schools were able to enjoy two hours in the pool during their end of the year school picnic.
- The Summer Concert in the Park series sponsored by DataMail and the Lions Club began on June 23.
- Final plans and preparations are underway for the Mill Pond Park Extravaganza on July 16.
- The aquatics program has introduced three new programs and reintroduced two programs. The new programs are Triathlon Club, Youth Water polo, and Longfellow's Whale Tales, and reintroduced two new programs, Guard Start and Synchronized swimming.

Parks & Grounds Division

- Town Soccer concluded in June with the 12th Annual Wrap-up Tournament conducted on 11 fields at Newington High School.
- Mill Pond and Churchill Park pools were prepared and opened during the month.
- The volleyball area at Churchill Park was rebuilt with an enlarged court area with drainage and an erosion control wall. Surrounding area finishing is in progress.
- There were 12 interments in Town Cemeteries during the report period.

LIBRARY

- On Saturday, June 11, the library's summer reading programs officially began with a Medieval Faire in the upper Town Hall parking lot. Over 1,000 people attended the morning event, which included a fortune teller, face painter, chess playing, pie throwing, and balloon swords. Registration for all reading programs is ongoing.
- Books from several Newington public schools were received and incorporated into the library's collection for the summer so students will be better able to find the titles they want and need as they work through their summer reading lists.
- The Friends' annual meeting was held in June. The business meeting was preceded by a reception for Best Friends, those members that contributed \$200 or more to the organization. CCSU Professor Glenn Sunshine kept the SRO crowd riveted as he discussed the historical aspects of "The DaVinci Code."
- 3,663 children and their caregivers attended 24 programs. Visits to all the elementary and middle schools were made by Children's Room staff during the month to promote summer activities at the library. Special events included a visit by a llama, a mystery dinner theatre presentation, and *Fairy Houses, Fairy Moon*, a music and story-based show by folk singer Maria Sangiolo.
- *A Brown Bag It with Biographies* series was kicked off with a screening of an Errol Flynn biography.
- *Read Knight or Day*, the adult summer reading program, was off to a good start on the evening of June 9th, when staff filled the Community Room with new books, readers' advisory materials, themed gift baskets, refreshments, and more.
- Use statistics for the month of June remained high. Use of the library's homepage was 7,927 (+19%); 2,092 people used the Internet computers in the library. 29,910 online searches were conducted by patrons and staff using library reference resources.
- Circulation of materials was 35,555. An average of 867 people entered the library each day. The 20 museum passes circulated a total of 55 times during June. 5,388 reference questions were answered and 1,776 items were processed and added to the collection.
- Topics of note that were researched this month included:
 - A request from a resident from Sweden to track down a Newington relative.
 - Debt collection attorneys in Connecticut.
 - The telephone number for the tax assessor in Corinth, VT.
 - Folk songs on CD for a preschool class.
- Library Director Marian Amodeo and Head of Collection Management Jeanette Mercure attended the American Library Association's national conference in Chicago. Ms. Amodeo also ended her year as President of Library Connection, the region's ILS consortium, at the group's annual meeting on June 10th.