



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: December 9, 2005
Re: Monthly Report – November 2005

GENERAL ADMINISTRATION

On November 21, 2005, the Town of Newington suffered the tragic loss of off-duty Newington Police Officer Ciara McDermott. A seven year veteran of the Department, Officer McDermott served as the School Resource Officer at Newington High School. During her service with the Town, Officer McDermott was a dedicated professional with a strong attachment to the people and community she served. Her untimely passing, within eleven months of the in the line of duty death of Master Police Officer Peter J. Lavery, is a tremendous loss to her family, the Department and the community. Officer McDermott is survived by her parents Peter and Maria, brother Jeffrey, and sisters Lori and Marita.

During the month of November, the Office of the Town Manager focused on a number of matters including (a) coordinating a number of matters related to the election of a new Council on November 8, (b) in conjunction with the Finance Department and Tax Assessor, preparing for the distribution of assessments related to the October 1, 2005 Grand List, and (c) various personnel issues.

Other items of interest during the month:

- Participated in internal meetings pertaining to the creation of performance evaluation forms for full and part time personnel;
- Met with the Superintendent of Schools and staff from both the Town and Board for purposes of discussing ways to maximize OSHA training opportunities for all personnel;
- Attended the November 11 Veteran's Day Ceremony;
- Attended the November 15 meeting of CRCOG's Municipal Services Committee;
- Attended the Oath of Office ceremony for the Town Council, Board of Education, Board of Fire Commissioners and Constables on November 15;
- Attended the November 16 meeting of CRCOG's Policy Board;
- Participated in discussions pertaining to the transfer of files between the former Town Attorney and newly appointed Town Attorney;
- Attended the November 17 ribbon cutting ceremony at the Courtyard by Marriott;
- In conjunction with Mayor Mortensen, visited with Lucy Eddy Fox and toured portions of the farm landscape;

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

- Met with the Town's Agent of Record (employee health benefits), the Finance Director and Superintendent of Schools for purposes of discussing preliminary matters related to the Fiscal Year 2006-2007 renewal;
- Attended the November 30 meeting of the Mid State Collaborative hosted by Newington;
- Participated in a meeting with Town staff and representatives of a local health district for purposes of discussing issues related to Newington's potential participation in a health district upon the retirement of Robert Cosgrove, the Town's current Public Health Coordinator; and
- On November 18, submitted to the Town Council notice of my intention to resign as Town Manager effective January 16, 2006 in order to accept the position of Chief Administrative Officer for the Town of Canton, Connecticut.

Paid overtime for the month of November was as follows:

HIGHWAY DEPARTMENT	Overtime Hours	Cost
Vehicles and Equipment	184.40	\$ 7,065.15
Weekend Stand-by and Call-in	16.00	535.36
Road Maintenance	88.50	3,146.15
Leaves	653.70	20,501.60
Snow Removal	65.80	3,216.47
Total	1,008.40	\$34,464.73
PARKS AND GROUNDS DIVISION		
Snow Removal	16.00	\$ 704.00
Cemetery	12.00	414.72
Leaves	149.50	\$ 5,166.72
Total	177.50	\$ 6,285.44
POLICE DEPARTMENT		
	2005-06 Budget Overtime Appr.	Overtime Expended Fiscal Year to Date
Patrol	\$ 723,778	\$ 296,560.30
Investigation	73,292	31,668.26
Communication	125,605	73,521.37
Education/Training	50,136	16,689.41
Support Services	20,000	7,084.27
School Resources Officer Grant	3,349	2,243.09
Animal Control	11,000	4,683.79
Total	\$1,007,160	\$ 432,450.49

PERSONNEL

- A written examination was administered for the Dial-A-Ride Transportation Driver vacancy and an oral panel was convened on November 29. Further interviews will take place in early December.
- Assistant Building Official Joe Sinsigalli submitted his resignation effective December 2. The position was advertised with a closing date of December 2.
- A Groundskeeper II vacancy was posted as a result of the promotion of Stephen Tofeldt to Groundskeeper III.
- The promotional process for Sergeant in the Police Department was posted with a written examination scheduled in January 2006.
- The recruitment process for both entry level and certified Police Officer continued during the month.

Professional Development

- Town Clerk Tanya Lane attended a conference sponsored by the New England Association of City and Town Clerks. One presentation focused on HAVA—the impact of the federal legislation and what Connecticut election officials must know before purchasing new voting machines.
- Fire Marshal Chris Schroeder and Deputy Fire Marshal Dave Woods attended a joint conference hosted by the Connecticut Building Officials and the Connecticut Fire Marshals Association in Southington, CT. Topics included World Trade Center Disaster and Implications for the Code Enforcement Community.
- Fire Marshal Schroeder attended the Annual State Emergency Response Commission meeting/conference in Hartford.
- Fire Marshal Schroeder and Deputy Fire Marshal Guy Pelletier attended the Annual International Association of Arson Investigators Conference in Rocky Hill. Topics included Vehicle Fire Investigations and Burned Human Remains.
- Several Highway Department personnel participated in a Department of Environmental Protection (DEP) seminar designed to certify participants in landfill operating procedures. The course gives an overview of DEP rules and regulations pertaining to landfill, transfer station, and recycling operations.
- Two Parks and Grounds Division members attended a seminar on the pros and cons of artificial turf surfaces.
- Wendy Rubin, Superintendent of Parks and Recreation, and Recreation Supervisors Sean Dwyer and Kristine Kravontka attended the CT Recreation & Park Association Annual State Conference. Ms. Kravontka presented a session at the conference and is also serving on the Conference Planning Committee.
- The Public Health Coordinator, Public Works Director, Highway Superintendent and several members of the Highway Department staff attended a Department of Environmental Protection training seminar for the certification for transfer station and volume reduction facilities operations.
- Revenue Collector Jean Mangan attended the fall meeting of the Connecticut Tax Collectors Association.
- The Public Works Director, Highway Superintendent, and staff attended meetings with the Connecticut Department of Environmental Protection to review the mandated Phase II Storm Water regulations and the progress made to date.
- Wendy Rubin, Superintendent of Parks and Recreation, presented two educational seminars for the Massachusetts Recreation and Park Association's Annual State Conference.

RISK MANAGEMENT

The fourth 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 October 2005 came in at \$472,655.

INFORMATION SYSTEMS AND TECHNOLOGY

- Completed 146 work orders.
- Blocked 24,105 SPAM/ unsolicited emails from reaching Town employees (60% increase) and blocked/ quarantined 1,574 viruses (1,169% increase).
- Worked with Finance Department staff to set up a demonstration of the new MUNIS Financial System and provided network access to training videos for all users.
- IST staff worked with the Police Department's vendor to install software for the Town's CCTV system.
- Installed and configured new banking software for use by the Finance Department.
- Installed and configured electronic lock software/ hardware for use by the Newington Volunteer Fire Department.
- Remotely deployed new Library Connection Workflows update to all library staff computers and a public check out computer.
- New fuel management software was installed and configured to work with the Town's new fuel system located at the Town Highway Garage.
- Worked with Connecticut State Police staff to bring a new Automated Fingerprinting Index System (AFIS) online in the Peter J. Lavery Law Enforcement Center (Police Department) booking room.

- Through a combined effort with the Town Clerk's office, tallies of the November 8 municipal election were posted on the Town's web site as they were received from the voting districts.
- Second installment bills for real estate and personal property taxes were printed late in the month.
- The Assessor's office and IST staff collaborated to prepare and publish on the Town's web site information pertinent to the 2005 revaluation.
- Approximately 30,000 visits were made to the Town's web site. The calendars, employment and property assessment sections received the most traffic.

FINANCE

- The new release of MUNIS, the Town's accounting system, was successfully installed during the month. Staff was involved with the training and testing of all the system's many modules.
- The 2006-07 budget module was activated during the month for entry by Town departments.
- The 2004-05 audit neared completion as the Town auditors, Scully & Wolf, finalized their review of the Town's 6/30/2005 financial statements.
- Finance Director Bill Hogan attended the MDC budget workshop as part of their 2006 budget process.
- A number of activities related to the 2005 revaluation were conducted during the month.
- There were no major State grants 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)
11/30/05

General Fund	\$28,815,667
Special Revenue Funds	1,788,964
Capital Projects Funds	1,279,938
Internal Service Fund	3,458,885
Trust and Agency Funds	1,229,607
TOTAL, ESTIMATED BY FUND	\$36,573,061

INVESTMENTS, BY INSTITUTION TYPE

(Unaudited)
11/30/05

	Interest %		Interest \$		\$ Invested
Ave. Monthly Yield, Annualized	Current Month	Last Month	Current Month	Last Month	
STIF	4.30	3.92	33,165	31,851	9,282,327
CLASS PLUS	3.69	3.47	25,531	24,923	9,348,951
Banknorth	3.75	3.75	23,800	38,704	6,086,353
Sovereign Bank MM	3.75	3.75	43,217	42,867	11,855,430
Total Outstanding Investments					\$36,573,061

Assessor

- The revaluation of all real estate properties in the Town of Newington was completed during the month. Notices of changes in assessments were mailed to 12,100 real property owners on the 23rd of the month.
- 113 informal hearings with representatives from CLT, the revaluation company, were held over the last three days of the month. Appointments were made for 151 hearings that will run through mid December.

- The current assessment data reflecting the 2005 revaluation was placed on line for the entire month. Four additional reports were placed on line, a list comparing the previous assessment against the new assessment for all properties in alphabetical order, a list of all single-family sales, a list of all condo sales, and a list of all commercial sales. These reports are considered helpful for all property owners seeking information on the changes that have occurred in sale prices in the real estate market place.
- Work on the personal property section of the Grand List was approximately 50% completed.

Revenue Collector

- The staff of the Revenue Collector’s office started preparations for the second billing of the fiscal year. Delinquent accounts were identified and flagged on the new motor vehicle supplemental Grand List.
- Real estate accounts were coded for escrow companies and motor vehicle supplemental accounts were identified for leasing companies.
- Statements of outstanding balances were mailed to 262 delinquent real estate accounts.
- The Motor Vehicle Department was notified of payments received on delinquent motor vehicle accounts.
- The file of outstanding parking tickets for the last fiscal year was sent to the Collection Agency.
- The office collected \$330,500.67 in taxes due on the current levy.

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

The bids are under review.

BID NO. 5, 2005-06, SIDEWALK CONSTRUCTION AND REPAIR

Opening Date: September 15, 2005

Bidder	Location	Base Bid
T&T Concrete and Landscapes	Hartford	\$106,545

The bid was rejected as it was over budget.

BID NO. 7, 2005-06, LITTLE LEAGUE BALLFIELD LIGHTING INSTALLATION

Opening Date: October 31, 2005

No bids were received.

BID NO. 8, 2005-06, STOCKPILED LEAVES/GRASS CLIPPINGS REMOVAL SERVICES

Opening Date: December 9, 2005

BID NO. 9, 2005-06, RESIDENTIAL RECYCLABLES COLLECTION SERVICES

Opening Date: December 9, 2005

BID NO. 10, 2005-06, RESIDENTIAL CONDOMINIUM REFUSE COLLECTION SERVICES

Opening Date: December 12, 2005

BID NO. 11, 2005-06, AUTOMATED RESIDENTIAL CURBSIDE REFUSE COLLECTION SERVICES

Opening Date: December 12, 2005

BID NO. 12, 2005-06, REFUSE HAULING SERVICES FOR MUNICIPAL TRANSFER STATION

Opening Date: December 12, 2005

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

The proposals are under review.

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 are scheduled for December 6.

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. 5, 2005-06, BROWNFIELD ASSESSMENT PROJECT PROGRAM ADMINISTRATION

Opening Date: October 5, 2005

Respondents

Fitzgerald and Halliday, Hartford
EnviroScience Consultants, Inc. Newington
Webb Realty Services, LLC, Hartford
Weston and Sampson Engineers, Inc., Rocky Hill
GEI Consultants, Glastonbury
Ernest Swiger Associates, Stroudsburg, PA

It is anticipated that the contract will be awarded to Webb Realty Services of Hartford.

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

Opening Date: December 13, 2005

TOWN CLERK

- Land recorded documents totaled 611 representing a 15% decrease over November 2004; \$17,601 was collected in recording fees.
- There were 57 property transfers; \$51,343.16 was collected in town conveyance tax and \$150,628.68 was collected in state conveyance tax.
- Total property sales for the month were \$20,323,336.75, including three residential sales each over \$300,000. The largest commercial transfer was at 1581 Southeast Road for \$9,089,475 from Briad Lodging

Group Hartford LLC to Apple Six Hospitality Ownership Inc. 122-136 Market Square transferred for \$500,000 from the Sandra Galliot Murphy Trust to Jay C. Amoruso.

Data Summary--November 2005

	<u>November 2005</u>	<u>November 2004</u>	<u>FY 2005/06 to Date</u>	<u>FY 2004/05 to Date</u>
Land Record Documents	611	719	3,375	3,531
Dog Licenses Sold	26	19	369	360
Game Licenses Sold	29	110	600	547
Vital Statistics				
Marriage Licenses	17	33	141	134
Civil Unions	3		4	
Death Certificates	18	26	133	131
Birth Certificates	12	15	67	91
Total General Fund Revenue	\$ 70,192.16	\$ 63,421.25	\$302,928.02	\$324,065.52
Town Document Preservation	\$ 1,179.00	\$ 661.00	\$ 4,424.00	\$ 3,300.00
State Document Preservation	\$ 1,180.00	\$ 1,322.00	\$ 6,510.00	\$ 6,600.00
State Treasurer (\$26 fee)	\$ 15,314.00		\$ 30,394.00	
LOCIP	\$ 1,767.00		\$ 3,507.00	
State Game Licenses	\$ 318.50	\$ 1,492.00	\$ 9,559.00	\$ 8,121.50
State Dog Licenses	\$ 221.00	\$ 143.00	\$ 2,670.00	\$ 2,279.00
Dog Licenses Surcharge	\$ 84.00	\$ 52.00	\$ 964.00	\$ 818.00
Marriage & CU Surcharge	\$ 38.00	\$ 133.00	\$ 1,349.00	\$ 1,406.00
Grand Total	\$ 90,293.66	\$ 67,224.25	\$362,305.02	\$346,590.02

REGISTRARS

- Elections were held on November 8 for Mayor, Town Council, Board of Education, Fire Commissioner and Constable, with a 44.21% turnout of electors. Independent candidate Rodney Mortensen was elected as Mayor; the Democrats hold the majority on the Council and Board of Education.
- On November 14th Newington hosted a forum on electronic voting machines.
- 78 voter applications were processed during November.

POLICE DEPARTMENT

- On November 21st the department suffered the loss of Officer Ciara McDermott who served as the School Resource Officer at Newington High School for the past four years. Officer McDermott served with distinction and will be missed by the men and women of the Newington Police Department and the thousands of citizens and students she helped.
- The Certified Police Officer hiring process continued with oral interviews. Four certified officers have passed the interviews and have moved on to polygraphs.
- Oral interviews for non-certified candidates are expected to be conducted in mid January.
- The State Department of Transportation grant for the Berlin Turnpike Traffic Enforcement concluded in August of this year. 3,459 traffic infractions and misdemeanor summons were issued for red light violations, following too closely, illegal turns, speeding racing, reckless driving, and DWI. This enforcement effort has resulted in a 6% decrease in accidents and a 22% decrease in injury accidents.
- The Department received approval for the "Red Light Enforcement Program" grant, funded at \$36,475. The primary mission for the grant is to allow the department to deploy additional officers to the streets on overtime to monitor and take enforcement actions for traffic light violations.

- The Automated Fingerprint Information System (AFIS) was installed and allows the department to check the identification of arrestees within minutes rather than months. This system electronically cross checks the fingerprints with the State Police fingerprint system and the FBI's central fingerprint database.
- The department has agreed to join the New England State Police Intelligence Network (NESPIN). NESPIN shares police information on crime intelligence, wanted persons, and equipment. The Capitol Region Chiefs of Police Association is working with NESPIN to create an intelligence network that will assist in the apprehension of criminals.
- 40 offenses were the subject of investigation by Detective Division personnel in November.

FIRE DEPARTMENT

Information not available at time of report.

FIRE MARSHAL

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

Inspections	27
Inspection Follow-Ups	53
Plan Review	6
Job Site Inspections	4
Underground Tank Removal	0
Fire Investigations	2
Fire Alarm Trouble	1
Complaints	5
Haz/Mat	1
Bomb Threats	0
Blasting	4

- On November 30, a smoke condition was reported by employees of Doogie's Restaurant, 2525 Berlin Turnpike. The fire started above the ceiling in the dining area and was accidental in nature.

PUBLIC WORKS/FACILITIES MANAGEMENT

- Ivy Lane received the top course of paving and all the driveway, curbing and lawn restoration work was completed prior to the start of the leaf program. .
- Discussions continue with the Board of Education in regard to the replacement of the diesel fuel tank on Garfield Street.
- The Public Works Director attended the following monthly meetings:
 - CRCOG Transportation Committee
 - MDC Public Works Advisory Committee
 - CRCOG Cost Trends Subcommittee
 - Conservation Committee
 - American Public Works Association
 - Police Department Building Committee

Highway Department

- The annual leaf collection program was delayed one week due to the unseasonably late fall of leaves. The Thanksgiving Day snow and cold temperatures caused delays as collection efforts became more labor intensive.
- To date, over 8000 cubic yards of leaves have been hauled out of the landfill by a private contractor in specially designed trucks.

- During the month of November the repair garage kept busy with leaf collection equipment upkeep, Fire Department fall apparatus services, preventative maintenance, and emergency repairs.
- The new Highway Department fueling facility is up and running successfully.

Facilities Management

- The Facilities staff continues to work with the heating system throughout Town Hall to maintain an acceptable temperature range.

TOWN PLANNER

- Town Center Streetscape Improvements: Construction on 260 feet of streetscape improvements began October 28 and was completed by November 14. Work involved new granite curbing, concrete sidewalk replacement, and brick pavers. A new decorative sign post has been placed at the corner of Main and Garfield and will be used for a directional sign for Town Hall, Police and Library.
- Facade Improvement Project: All store awnings and wall signage has been substantially completed per the approved design plan. A balance of \$30,279 will be held until all items are satisfactorily completed.
- Brownfields Assessment Project: The Town Planner has met with the consultant who will provide project management assistance. A draft contract and scope of services based on the EPA grant approved for a two year work program has been prepared and referred to the Town Attorney for review. The first project task will be the preparation of mapping for the inventory of approximately 550 acres of industrial properties for potential Brownfield characteristics.
- 2006 STEAP Grant – Phase II Town Center: The Town Council authorized submission of a new STEAP (Small Town Economic Assistance Program) grant to the State Department of Economic and Community Development. The grant request will be structured to request funds for completion of Main Street Phase II Streetscape (Market Square to Lowrey Place) and continuation of the commercial facade renovation program.

Development Project Update

- Hartford Drive In – Toll Brothers condo project. Public Hearing closed November 21st. Scheduled for TPZ vote on December 14th.
- Libretta Property – Berlin Turnpike opposite Pascone Place and adjacent to Grantmoor Motel. Public Hearing continued to December 14th. Developer is seeking to bring 11,000 cubic yards of fill onto property to raise grade to Turnpike level.
- Griswoldville/Deming traffic signal – Request by developers of Sunrise Estates subdivision and Walgreens to delay signal installation until April 2006. Continued until December 14th so that the TPZ can evaluate progress in completing roadway improvements.
- Sovereign Bank – Site plan request to reuse former Carrington's Restaurant. Scheduled for presentation December 14th.

BUILDING DEPARTMENT

- Five permits issued for single family residences in November (33 Dacosta Drive, 40 Waverly Drive, 55 Waverly Drive, 235 Lucille Road, and 25 Waverly Drive). Fees collected were \$9,630.00
- Permits for the Town of Newington included an Electrical Permit for the Board of Education to install a time clock wire and wire fan motor and a Garage / Shed Permit to install a 12'x24' pre-fab storage shed between the Little League Field and the Baseball Field at 145 New Britain Avenue.
- Work continued on the TGI Fridays, 3025 Berlin Turnpike, and a sign permit was issued.
- A footing and foundation permit was issued for a 2,944 sq. ft. addition at Big Sky on 58 Commerce Court.

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

David Zwick	2003 IBC Transition from 1996 BNBC 11/10/05 2003 IRC Performing Residential Electrical Inspections 11/29/05
Art Hanke	2003 IBC Transition from 1996 BNBC 11/10/05 2003 IRC Electrical Requirements 11/15/05
Joe Sinsigalli	2003 IBC Transition from 1996 BNBC 11/1/05 2003 IRC Electrical Requirements 11/15/05
Pete Hobbs	2003 IBC Transition from 1996 BNBC 11/1/05 2003 IRC Performing Residential Electrical Inspections 11/22/05 The World Trade Center Disaster: Implications for the Code Enforcement Community 11/4/05

Three Certificates of Occupancy were issued, two for single family residences (29 Oregon Avenue and 31 Dacosta Drive) and one for NBS Furniture, Inc, 2190 Berlin Turnpike.

Building Department Inspections completed a total of 308 inspections: Above Ceiling (10), Alarm (1), Boiler (1), CO (11), Code (8), Concrete Slab (1), Electrical (85), Final (4), Fire (1), Footings (32), Foundation (2), Framing (35), Gas Fireplace (1), Gas Line (14), Gypsum (2), Insulation (15), Mechanical (19), Oil Tank (1), Piers (1), Plumbing (33), Pool (1), Rebars (1), Roofing (8), Siding (1), Sign (3), Sill (2), Sprinkler (4), Status (1), Waterproof (2), Windows (3), Woodstove (5).

Building/Renovation Permit Statistics

Type of Permit	No. of Permits	Value of Permits
Addition/Alterations	12	\$ 366,049
Deck	2	6,200
Demolition	0	0
Electrical	35	74,700
FSS/Sprinkler	2	141,400
Footing/Foundation	3	28,500
Fuel Tank	2	0
Garage/Shed	6	29,994
HVAC	31	188,913
New Commercial	0	0
New Residential	5	634,451
Plumbing	15	45,968
Pool	1	30,000
Roofing/Siding	32	246,048
Sign	5	13,500
Tent	0	0
Trailer	0	0
Total	151	\$1,805,723

Permit Value Comparison for November:

	2005	2004
Value of Permits Issued	\$1,805,723	\$2,193,285
Building Permit Fees Received	\$29,723	\$23,925
Other Income Fees	\$1,513	\$2,005
Building Permits Issued	151	140

Total Value of Permits and Permit Fees:

2005-2006		2004-2005	
Value	Permit Fee	Value	Permit Fee
\$11,644,266	\$185,738	\$26,550,600	\$245,075

HEALTH DEPARTMENT

- Routine inspections for the month consisted of food establishments and the start of the annual inspections of public (7) and private (2) schools in town.
- A Plan Review was completed for Wings Over Newington (Main Street) and construction inspections were made of T.G.I. Friday (Berlin Turnpike), Zavarella’s Luncheonette (West Hill Road), and Vito’s Restaurant (East Cedar Street).
- On the morning of November 30 department staff responded to a fire in the dining room of Doogie’s Restaurant (Berlin Turnpike). The establishment was closed by the department until foodstuffs were discarded, equipment cleaned, and the necessary repairs made.
- On November 17, a second flu clinic was held at the Senior and Disabled Center with 324 participants. On November 21, flu shots were provided to “homebound” elderly residents.
- The Connecticut Department of Public Health Laboratory has confirmed one case of Influenza Type A in a town resident. Based upon the department’s surveillance of the schools, nursing homes, and area health care providers, influenza activity remains negligible to date.
- On the evening of November 28, Mr. Cosgrove joined other Town department personnel in a panel discussion on “When Disaster Strikes” sponsored by the Newington Kiwanis. The event was well attended by both members and residents and provided the audience with an overview of local emergency response planning and the respective roles of various Town departments in responding to local/regional disasters.
- New complaints for the month numbered eight, none of any major significance.

Statistical Summary

	Monthly Totals	Year to Date	Last Year to Date
Food Establishment Inspections	32	407	365
Food Establishment Reinspections	5	52	45
Other Routine Inspections	10	66	43
New Complaints Received	8	215	131
➤ Complaint investigation made	11	223	132
➤ Notice of Violation issued by Public Health Coordinator	3	53	38
➤ Legal Order issued by Director of Health	0	3	2
➤ Complaint compliance recorded	9	208	108

HUMAN SERVICES

- Holiday programs, crisis response, complex caseloads and youth activities made November an extremely challenging and difficult month.
- Department staff assisted Newington High School by providing crisis response and grief counseling as a result of the accidental death of a student and the tragic death of School Resource Officer Ciara McDermott.
- The Thanksgiving distribution went very smoothly thanks to staff, student interns and the many great volunteers who assisted with preparation, distribution and deliveries to homebound. 247 households composed of 524 residents received a holiday food basket and turkey.
- The Holiday Toy and Gift program is underway with a similar number of households to be served.
- Human Services will sponsor the annual Stuff-A-Van with toys and gifts on December 2 at Wal-Mart.

- Police will sponsor Stuff-A-Cruiser on December 10, also at Wal-Mart.
- The Social Casework Program handled 23 new cases with a total of 81 active cases during the month. Presenting issues include financial assistance, health and mental health, substance abuse, domestic conflict, child and elderly abuse, transportation and housing.
- Food Bank, Clothing Closet and Special Need requests remained constant.
- Several organizations held food and clothing drives including Rotary Club, Chamber of Commerce, Warm Hands Warm Hearts and others.
- The Youth and Family Counseling program received 18 new referrals with the active caseload rising to 58. 110 clinical therapy sessions were conducted and 179 contacts were made with families or other agencies. There were 9 inactive and 2 closed cases.
- Positive Youth Development activities included:
 - The fall SCORE after-school program which offered a variety of activities that teach valuable life skills and community service. Programs included Animal Rescue; Lights, Camera, Action and Bed Throne (a crafts program).
 - The third cycle of sixth grade ROPE was completed at Martin Kellogg and John Wallace Middle Schools.
 - The High School Adventure Club continues to attract more members. This month the group canoed in Ashford, Connecticut enjoying unseasonably warm weather.
 - The High School Alternate Program assisted with preparation and cleaning up for the Holiday Food distribution as part of their community service project. The students were extremely helpful and respectful.
 - A total of 142 youth participated in programs and activities.

November 2005 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	57	46	97	132
Positive Youth Development	142	233	1,487	1,335
Youth Works (Job Bank)	6	2	23	28
Information and Referral	238	182	939	673
Social Casework Cases Under 55 = 37 Over 55 = 44	81	68	166	116
Food Bank Participants	62	82	403	472
Special Needs	10	12	63	61

SENIOR AND DISABLED CENTER

- The second Medicare Part D information session was held on November 4th. Due to the large response for this program, it was moved to Town Hall Council chambers. Although feedback was very positive, many commented that they were still confused about this complex program.
- Volunteers, trained through the CHOICES program, began offering one-on-one counseling to people regarding the Medicare Part D program. Center staff has been assisting clients with the process as well.
- The AARP Chapter 697 and the Neighbors Helping Neighbors program provided the annual "Make a Difference Day" this month, raking the yards of 25 households in town.
- Health programs this month included a stroke program provided by Center Nurse Practitioner Stacie Zibel and a Lunch and Learn sponsored by Pfizer with Dr. Burt Berlin talking about urological health.
- The Town sponsored flu shot clinic was held at the Center on November 17th.
- The Kiwanis Club sponsored a special holiday program with the Sam Pasco Band entertaining more than 50 people.

- The Board of Education and Services for the Blind (BESB) began a seven week Independent Living Services Training Program at the Center this month. This program assists older adults with vision loss with the skills and information they need to live independently.
- Center members can now enjoy a free massage from a student placement from the School of Massage. Feedback has been very positive about this service.
- The Center took delivery of 150 new padded armchairs and 50 padded folding chairs for the auditorium, funded through funds raised in the Center’s consignment shop.
- The Center’s membership remained strong with 3,434 members although there was a net decrease of 25.
- Kim Arcari began duties as the Project Homeshare Coordinator.
- Center Social Worker Teri Snyder attended “Aging and Domestic Violence: Ensuring Awareness and Enhancing Expertise” sponsored by the Department of Social Services and Connecticut Coalition against Domestic Violence.
- Center Director Dianne Stone attended the inaugural meeting of the Task Force to Study the Reestablishment of the Department on Aging as well as a public hearing sponsored by the Task Force this month. This task force, created by the legislature, is charged with developing a plan to implement legislation passed in the recent session.
- Ms. Stone, representing the Connecticut Association for Senior Center Personnel, was a presenter at the recent Annual Conference of the Connecticut Parks and Recreation Association.
- The Special Olympics athletes participated in the Annual Holiday Sports Classic on November 19th and 20th. The Newington program had 30 athletes participating in traditional bowling, 4 athletes (including 2 partners) in unified bowling and 19 athletes (including 6 partners) in unified basketball.

Dial-A-Ride		Wellness Clinic		Senior Café
Trips	Miles	On-site	Off-site	Meals Served
1,426	3,901	Statistics not available		1,045

Project Homeshare				
	Current Matches	Providers	Seekers	Counseling Calls
Newington	2	8	2	3
Other Comm.	6	34	44	16

PARKS AND RECREATION

Administration

- On-going projects include the Master Plan RFP review, purchasing playscape equipment for various park sites, budget preparation, and implementation of the Strategic Plan.
- A Trails Committee of interested citizens was created to assess and improve current Town trails. Grant applications will be submitted for this project.
- Superintendent Rubin attended a meeting of the Deming-Young Farm Foundation as well as a meeting with parents of Special Needs Children to address inclusionary recreation programs.

Recreation

- Fall programs were in full operation, 91 classes and programs and 1,237 registrations.
- There were 623 registrations for Boys and Girls Basketball. The new first grade boys and girls program has 53 participants.
- Final preparation is underway for the combined tree lighting and carol sing, Newington “Night of Lights,” co-sponsored with the Chamber of Commerce, which will be held in the Town Center.
- The Winter Program brochure was sent to 11,000 addresses in Newington.

- On-line program information was updated and includes sections on Special Events, Parks, Staff, Winter Programs, Picnic Reservations and Registration Information.
- Staff assisted the Newington High School Basketball Boosters with their annual basketball jamboree held November 25 – 29 in the Mortensen Community Center.
- Travel Basketball selected six teams with 75 players in the program.
- The first practice of Blackhawk wrestling was held with 65 middle school students registered.
- A Catastrophe Awareness Seminar was presented by Liberty Mutual.
- First Aid class was held for the Travel Basketball coaches to certify them in basic first aid.
- The indoor pool has seen an increase in lap swims and semi –private swimming lessons.

Parks and Grounds

- The season’s first snowfall, about 3 inches, occurred on Thanksgiving morning requiring a partial callout of staff for snow removal.
- Division members began closing flower beds, recovering planting pots, and planted remaining spring flowering bulbs. The community garden site was cleaned and mowed in preparation for winter.
- Winterizing spraying equipment and buildings was accomplished as seasons ended for sports use. Winter snow equipment was checked and prepared.
- Installation of lights on the Town Center trees and repair of the electrical system at the Center Green were conducted in anticipation of “Night of Lights” festivities.
- The cremation circle at West Meadow Cemetery was stripped and re-sodded to restore the lawn surface; stones were reset to level the area.
- There were 15 interments in Town cemeteries through December 2.

LIBRARY

- The first two performances of the three part *Friday Night Jazz Festival* were held in November. The Town Hall Council Chambers was the setting for the Joe Carter Samba Rio Trio and vocalist Tracy Thomas. Well over 100 music lovers were in attendance at each of these performances. Noted area jazz great Jimmie Green will wrap up the series on December 2nd.
- The Friends teamed up with the Connecticut Storytelling Center to host an evening of storytelling for adults on Saturday, November 19. Entitled “*Tellebration*”, this is a national event that is held on the same evening each year in a myriad of locations. Over 75 people were enthralled to hear storytellers from all walks of life spin their tales. The Newington Library was one of the only libraries in the state to host such an event.
- The new “Book a Librarian” service began in November. Patrons can call for a one hour appointment with a librarian. Patrons needed help doing such things as creating an email account, ordering gifts online, searching the library’s catalog, and using the Internet toolbars.
- The annual update of the “Newington Business Directory” began as 1,588 letters were mailed to local businesses.
- Topics of note that were researched this month included:
 - Children’s books on Islam.
 - List of Books to Movies.
 - Explanation of the ERISA laws.
 - Ethics of stem cell research.
 - How to become a legal guardian in Connecticut.
- The library has contracted with two vendors, OverDrive and Recorded Books, for trial subscriptions of downloadable audiobooks. This service will allow patrons to download “talking books” to their computers, and then to their MP3 players
- The Friends of the Library held their annual Fall Fiction Booksale over the Thanksgiving weekend. A 25% increase in sales over last year was the result of much hard work and preparation
- 63 programs were held for 1,771 children and their caregivers. Fourth and fifth graders from local schools were here for field trips, as were local Cub Scout troops and daycares. On the day of the Friends’ Booksale, children were able to purchase books, make their own gift wrap, and donate wrapped books to Newington Human Services for distribution to needy children in town.

- Circulation of materials was 32,666. An average of 700 people entered the library each day. 4,851 reference questions were answered and 1,392 items were processed and added to the collection.
- Other use statistics for the month include: the library's homepage - 8,066 hits (+40%); Internet computers- 2,160 people.
- Library staff met with colleagues in Berlin, Wethersfield, and Rocky Hill to discuss the possibility of another *One Book 4Towns* project. They are researching titles and authors now and will make a decision in December. The target will once again be for a springtime community-wide reading program.