



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: October 13, 2005  
Re: Monthly Report – SEPTEMBER 2005

---

#### GENERAL ADMINISTRATION

During the month of September, the Office of the Town Manager was focused on a number of administrative matters including (a) coordinating team building professional development opportunity for Department Heads on September 14; (b) participating in several teleconferences with State of Connecticut Department of Emergency Management and Homeland Security for purposes of discussing statewide response to the Hurricane Katrina disaster; and (c) various personnel matters.

Other items of interest during the month included:

- Continuation of discussions with a team of Department Heads regarding details related to the finalization of the Strategic Plan process;
- Participation in discussions with CNG and Town staff regarding the current and future uses of the natural gas pump facility on Garfield Street;
- In conjunction with Senator Ciotto, Representative Nafis, Mayor McBride, and Town Planner Ed Meehan, hosting a meeting with new CCSU President Dr. Miller;
- Coordinating and participating in the September 11<sup>th</sup> Community Remembrance Service on September 12, 2005;
- Hosting and participating in the quarterly Mid State Collaborative meeting of Department Heads and Chiefs of Police on September 13;
- Coordinating and attending a meeting with area residents and Town staff regarding a recently completed drainage improvement project;
- On September 16, hosting a meeting and tour of Newington with CRCOG Executive Director Lyle Wray;
- Attending the Department of Emergency Management and Homeland Security Fall Briefing on September 20;
- Attending the monthly meeting of CRCOG's Municipal Services Committee on September 20;
- Facilitating and participating in a meeting with CRCOG staff for purposes of discussing Route 175 traffic, the proposed realignment of Maple Hill Avenue/ Alumni Road and the Fenn Road/ Route 9/ Ella Grass Boulevard Traffic Accessibility and Circulation study;
- Participating in a meeting with the Town's employee benefits agent of record;

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

- At the invitation of the Kiwanis Club, providing welcoming remarks to the Club's Annual Installation on September 26; and
- Participating in the interview process for the positions of Head Dial-A-Ride Driver and Project Homeshare Coordinator.

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

<b>HIGHWAY DEPARTMENT</b>	<b>Overtime Hours</b>	<b>Cost</b>
Vehicles and Equipment	37.80	\$ 1,483.44
Weekend Stand-by and Call-in	20.00	656.96
Road Maintenance	23.00	932.53
Ivy Lane	<u>2.00</u>	<u>72.27</u>
Total	82.80	\$ 3,145.20
<b>PARKS AND GROUNDS DIVISION</b>		
Weekend Duty	36.00	\$ 1,387.08
Cemetery	13.00	500.89
Herbicide Application	22.50	866.93
Pool	4.00	154.12
Miscellaneous	4.00	154.12
Total	79.50	\$ 3,063.14
<b>POLICE DEPARTMENT</b>		
	<b>2005-06 Budget Overtime Appr.</b>	<b>Overtime Expended Fiscal Year to Date</b>
Patrol	\$ 723,778	\$ 175,238.63
Investigation	73,292	11,976.15
Communication	125,605	40,105.59
Education/Training	50,136	7,259.47
Support Services	20,000	1,172.16
School Resources Officer Grant	3,349	227.27
Animal Control	11,000	3,020.23
Total	\$1,007,160	\$238,999.50

## **PERSONNEL**

- Applications for the Project Homeshare Coordinator vacancy were reviewed and initial interviews conducted. The process is ongoing.
- Three candidates for the position of Groundskeeper III completed a written examination for the position. The process will continue in October.
- A written examination for the Head Dial-A-Ride Driver position was administered and interviews conducted. Current Senior and Disabled Center Driver Gerry McCusker was promoted to the position.
- Advertising was underway for entry level Police Officer in anticipation of future openings.

## **Professional Development**

- Department Heads, along with the Town Manager, participated in a one-day Team Building exercise on September 14. The exercise focused on working with all personality traits in a team environment and techniques to doing so successfully.
- The Assessor made a presentation to 160 members of the Connecticut Association of Assessing Officers at their annual fall symposium. The topic was the valuation of condominiums.
- Revenue Collector Jean Mangan attended the Northeast Regional Collectors Conference in New Jersey. The recent change to the bankruptcy laws was one of the main topics.

- The Town Clerk attended the annual Fall Election Conference sponsored by the Secretary of the State. Newly enacted legislation was discussed including absentee ballot applications, civil unions and the increased fee of \$30 per document to record instruments on the land records. This fee creates a mechanism to fund affordable housing development and farmland, open spaces and historic preservation.
- Fire Marshal Chris Schroeder and Deputy Fire Marshal Dave Woods attended the New England Association of Fire Marshals' 46<sup>th</sup> Annual Conference and Education Seminar in Narragansett, Rhode Island. Topics included: Public Education Programs, Digital Photography at Fire Scenes, Standards for Interior Finish, Rhode Island Code Changes in the wake of the Station Night Club fire, Micro Bacterial Corrosion and Failure of Sprinkler Systems, Standards for Fire Stopping
- Highway personnel attended a Call-Before-You-Dig (CBYD) training class designed to demonstrate to construction crews proper techniques when excavating near underground utilities.
- On September 19<sup>th</sup>, Greg Mattus, Public Health Inspector, attended the annual refresher training for State-recertification as a Lead Inspector.
- Several Human Services Department staff members attended a workshop on Medicare D to become more familiar with changes which will affect numerous residents.
- Center and Disabled Center Director Dianne Stone was a presenter at the Massachusetts Council on Aging Annual Conference on September 23, participating in workshops dealing with accreditation, trends in senior centers in New England and health and wellness programming.
- Recreation Division staff participated in a Team Building survey to benchmark their team work efforts to identify areas for improvement and future training topics.
- Kristine Kravontka and Sean Dwyer, Recreation Supervisors, attending training on Grant Writing and Halloween Special Events sponsored by the CT Recreation & Park Association.
- Groundskeeper II Steven Tofeldt has begun training classes for certification as Tree Warden.

## **RISK MANAGEMENT**

The second 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 August 2005 came in at \$618,069.

## **INFORMATION SYSTEMS AND TECHNOLOGY**

- Completed 100 work orders.
- Blocked over 24,158 SPAM/ unsolicited emails from reaching Town employees.
- Three features were added to the Town's web site:
  - the capability to search the Town Charter and Code of Ordinances using Google<sup>®</sup> technology
  - linking to the online property record card system established and maintained by the Town's revaluation contractor
  - creation of subscription-based email list for Parks and Recreation Department program information and announcements
- The evaluation of the proposals for new software for the Town Clerk's functions continued with site visits to area towns where the proposed systems are presently installed.
- Made substantial progress in the design and programming of a Capital Improvement Program status reporting application.
- During August 2005, the Town's web site had just under 22,000 visits; among the most popular sections were the Meetings and Community Calendars, departmental activity calendars, and the Parks and Recreation Fall Program Brochure.
- Created a new cemetery deeds template for the Parks and Recreation Department.
- Relocated all printers, computers, servers, telephone and networking equipment, and server room equipment into the new Peter J. Lavery Law Enforcement Center.
- Hosted a quarterly Mid-State Collaborative meeting that was attended by the Towns of Wethersfield and Rocky Hill.
- GIS Coordinator Gregg Breton continued working with the Engineering Department to update local wetland boundaries, with the Town Planner to code all parcels with one of twenty land use codes that will help

summarize a report for the 10 Year Town Plan of Development, and with the Public Works Department, utilizing new 2003 planimetrics (catch basins), to update the existing catch basin layer.

**FINANCE**

**Accounting and Administration**

- Proposals were received for the lease purchase financing of the new Pierce aerial truck valued at \$975,000. Of the nine responses, Chase Leasing submitted the lowest rate of 3.35% for a five year term. Documents were prepared with the assistance of the Town’s bond counsel, Pullman and Comley, for an early October closing.
- The Health Benefits Fund 2004-05 year-end settlements were completed; the Board of Education received a credit of \$352,820 credit while the Town side had a deficit of approximately \$59,480.
- Work continued on the 2004-05 audit which is expected to be completed by early December.
- The Town received grant payments for its two PILOT programs - State owned property \$762,953 and Colleges & Hospitals of \$430,111.

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)  
September 30, 2005

General Fund	\$35,378,301
Special Revenue Funds	1,745,745
Capital Projects Funds	2,354,437
Internal Service Fund	3,061,489
Trust and Agency Funds	<u>1,221,630</u>
TOTAL, ESTIMATED BY FUND	\$43,761,602

**INVESTMENTS, BY INSTITUTION TYPE**

(Unaudited)  
September 30, 2005

	Interest %	Interest \$	\$ Invested		
Ave. Monthly Yield, Annualized	Current Month	Last Month	Current Month	Last Month	
STIF	3.84	3.44	\$43,956	\$54,820	\$11,037,849
CLASS PLUS	3.29	3.15	\$25,404	\$27,763	\$ 9,930,575
Banknorth	3.75	3.75	\$33,873	\$34,533	\$11,023,833
Sovereign Bank MM	3.75	3.75	\$39,299	\$38,384	<u>\$11,769,345</u>
Total Outstanding Investments					\$43,761,602

**Assessor**

- Newington property values were made available on-line to the public.
- The 2005 town-wide real estate revaluation continued throughout the month. Inspections were made of properties with building permits; pictures were taken of newly constructed buildings; residential property values were reviewed; analysis of commercial property value was completed; and condominium value analysis was started.
- The Board of Assessment appeals met on September 13 to hear 39 appeals of motor vehicle assessments. They concluded their actions on the same date with a reduction in assessment of \$126,000 and a reduction in tax of \$4,600.

**Revenue Collector**

- Collections during the month on the current levy totaled \$430,170. On a year to date basis, collections are trending consistent with the prior year.

**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. 3, 2005-06, TOWN CENTER STREETScape IMPROVEMENTS, PHASE II**

Opening Date: August 11, 2005

Bidder	Location	Base Bid
T&T Concrete and Landscapes	Hartford	\$316,560
C. J. Fucci Construction Co.	New Haven	\$325,353
J. H. Lynch and Sons	Millbury, MA	\$459,831

As all bids received were over budget, upon recommendation by Town staff, the Town Council awarded a partial scope of services to T&T Concrete and Landscapes to complete the west side of Main Street from Dunkin Donuts south to the corner of Main and Garfield to complement the Phase I work on the east side of Main Street.

**BID NO. 4, 2005-06, POLICE DEPARTMENT CLEANING SERVICES**

Opening Date: August 23, 2005

Bidder	Location	Base Bid
Capital Cleaning Contractors	Hartford	\$15,840
Facilities Services Group	Farmington	\$19,200
Pritchard Industries	S. Windsor	\$21,776
New England Services	Rocky Hill	\$27,485
Glastonbury Building Maintenance	Glastonbury	\$31,500
Horizon Services	E. Hartford	\$32,173

The bid was awarded to Capital Cleaning Contractors for their low bid.

**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 is under review.

**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. 1, 2005-06, AERIAL APPARATUS LEASE PURCHASE FINANCING**

Opening Date: September 1, 2005

Respondent	Location	%
JP Morgan Chase	Shelton, CT	3.35
All American Investment Group	Woburn, MA	3.56
Baystone Financial Group	Manhattan, KS	3.58
Ashford Capital Corp.	Atlanta, GA	3.64
CalFirst Utility Finance Group	Irvine, CA	3.95
TD Banknorth	Glastonbury	4.057 (Nominal Annual Rate) 4.098 (Effective Annual Rate) 2.0286 (Periodic Rate)
Citizen's Bank	Manchester, NH	4.10
Koch Financial Corp.	Scottsdale, AZ	4.16
Commercial Equipment Financing	Fort Washington, PA	4.52

The contract was awarded to JP Morgan Chase for their low proposal.

**RFP NO. 2, 2005-06, DEVELOPMENT PLAN REVIEW CONSULTANT**

August 25, 2005

Respondents

Purcell Associates, Glastonbury  
BETA Group, Inc., Rocky Hill  
Milone and MacBroom, Cheshire  
EnviroScience Consultants, Inc., Newington  
Weston and Sampson Engineers, Inc., Rocky Hill

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

The proposals are under review.

**RFP NO. 5, 2005-06, BROWNFIELD ASSESSMENT PROJECT PROGRAM ADMINISTRATION**

Opening Date: October 5, 2005

**TOWN CLERK**

- 777 documents were filed on the Newington Land Records for September; recording fees were \$21,021.
- 68 property transfers resulted in \$34,555 collected for town conveyance tax and \$58,900.50 for State conveyance tax.
- The largest property transfer was at 75 Rockwell Road for \$750,000 from ISI Realty to Solid Rock Realty LLC.

- Two residential properties located on 54 Pepperbush Lane and 191-193 Day Street sold for \$310,000 and \$320,000, respectively.
- Notification was sent to all Newington Justices of the Peace advising them of a JP Conference held on September 24. This was a first-attempt by the sponsors, and the JP's who attended reported that this was a very beneficial event.

**Data Summary-September 2005**

	<u>Sept. 2005</u>	<u>Sept. 2004</u>	<u>FY 2005-06 to Date</u>	<u>FY2004-05 to Date</u>
Land Record Documents	777	694	1,513	2,213
Dog Licenses Sold	37	37	137	312
Game Licenses Sold	82	70	170	295
Vital Statistics				
Marriage Licenses	30	24	58	91
Death Certificates	23	44	44	89
Birth Certificates	9	32	18	64
Total General Fund Revenue	\$ 57,786.75	\$ 57,330.54	\$125,915.12	\$211,239.37
Town Document Preservation	\$ 751.00	\$ 663.00	\$ 1,468.00	\$ 2,067.00
State Document Preservation	\$ 1,502.00	\$ 1,326.00	\$ 2,936.00	\$ 4,134.00
State Game Licenses	\$ 1,033.50	\$ 922.50	\$ 2,530.00	\$ 5,267.50
State Dog Licenses	\$ 300.00	\$ 249.00	\$ 1,010.00	\$ 1,934.00
Dog Licenses Surcharge	\$ 98.00	\$ 84.00	\$ 348.00	\$ 694.00
Marriage License Surcharge	\$ 247.00	\$ 266.00	\$ 741.00	\$ 1,045.00
<b>Grand Total</b>	<b>\$ 61,718.25</b>	<b>\$ 60,841.04</b>	<b>\$134,948.12</b>	<b>\$226,380.87</b>

**REGISTRARS**

- The Registrars of Voters attended the Secretary of the State's fall convention in Waterbury at which many topics and new legislation were discussed.
- Eighty-one new voter applications were received this month.

**POLICE DEPARTMENT**

- On September 19<sup>th</sup>, the Police Department moved to its new facility. A Dedication/Open House is scheduled for October 15<sup>th</sup>.
- Patrol officers responded to numerous complaints of tires slashed in various locations around town in September.
- During September, patrol officers responded to a report of gun shots fired at the Wendy's Restaurant on the Berlin Turnpike. The manager reported that he was involved in an altercation with a customer in the parking lot and that the customer fired a handgun.
- Thirty offenses were the subject of investigation by Detective Division personnel in September.
- Two cases involving juveniles and/or their families were referred to the Youth Officer in September. These cases included three juveniles who committed criminal acts, status offenses, or were suspects in cases.

**FIRE DEPARTMENT**

The Fire Department responded to 65 alarms/emergencies as follows:

	<u>September 2005</u>	<u>3 months Cum.</u>
Residential	22	45
Commercial, Industrial, Office	19	42
Hospital, School	2	11

Vehicle	5	12
Rescue, Police Assistance	2	4
Dumpster, Rubbish	2	8
Grass, Brush, Leaves	1	5
Hazardous Materials/Clean up	3	11
Investigative Alarm	7	22
False Alarm	0	0
Mutual Aid/Standby	0	4
Carbon Monoxide Investigation	2	6
Total	65	194

Response by Companies through 3 months:

Company #1 (Main Street)	Company #2 (Richard Street)	Company #3 (West Hill Road)	Company #4 (Dix Avenue)
167	132	83	74

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	20	81	4	36	348	10
Co. #2	17	74	4	20	83	2
Co. #3	11	29	3	8	25	3
Co. #4	14	28	2	14	57	4

\*Average is to the nearest whole number.

Training Summary:

Driver Training	10.6 hours
Officer Training	52.0 hours
Hazardous Materials Technician	208.0 hours
Multi-Company Training	87.5 hours
Total	393.1 hours

Fire Prevention Activities:

- Company #2 - Public Fire Safety Education program with representatives from Lowe's Home Improvement Company at the Newington store.
- Company #3 - Public Fire Safety Education Program for the employees and families at Data Mail on Hartford Avenue.
- Company #1 - Second Annual Waterfall Festival on Market Square, providing public safety information in addition to conducting a volunteer recruitment program
- Preparations for Fire Prevention Week were ongoing with an Open House scheduled for Wednesday, October 12<sup>th</sup>. The "Smoke House" from the CT Training Academy will be at Ruth Chaffee School during the day and at night at Headquarters, along with many safety exhibits and literature.

Special Activities:

- Members of the department conducted a Boot Drive to raise funds for the victims of Hurricane Katrina. The department donated \$7,265.00 to the Red Cross and the Salvation Army. The firehouses also served as a drop-off point for material donations from the community. A full truck load was sent.

## **FIRE MARSHAL**

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

Inspections	18
Inspection Follow-Ups	52
Plan Review	9
Job Site Inspections	2
Underground Tank Removal	0
Fire Investigations	1
Fire Alarm Trouble	1
Complaints	0
Haz/Mat	0
Bomb Threats	0
Blasting	21

- Three youths received burn injuries while lighting off fireworks in the driveway of a single family home. There were no other significant fires reported during the month of September.

## **PUBLIC WORKS/FACILITIES MANAGEMENT**

- Due to the weather, the street painting program has ended for this year.
- The street sign program continues with many traffic control signs throughout town scheduled to be replaced due to age, loss of reflectivity, or damage.
- Rehabilitation of Maple Hill Avenue and a portion of Church Street has been rescheduled for the spring of 2006.
- A meeting was held with representatives of Connecticut Natural Gas Corp. to discuss the future of the natural gas fueling station on Garfield Street. The station has been plagued with reliability issues, with many instances of shut down.
- The consultant preparing construction plans for the Garfield Street Bridge submitted an application to both the Newington Conservation Commission and the Connecticut Department of Environmental Protection for the project. Construction is scheduled for the summer of 2006.
- Drainage complaints continue to come into the Engineering Department. Many of the complaints are private matters between property owners, but some are due to undersized or insufficient storm drainage systems.
- Interviews were held to select a consultant to assist the Engineering and Planning Departments review a large development proposal. The cost will be borne by the applicant.
- The Public Works Director, Highway Superintendent and Public Works Administrative Coordinator met with peers from Wethersfield and Rocky Hill to discuss the possibility of sharing resources.
- Engineering staff met with several developers to discuss outstanding items on various subdivisions and development sites throughout town.

## **Highway Department**

- Ivy Lane road reconstruction began in September with the installation of several hundred feet of 4" under-drain piping as well as new storm water catch basins. Nearly 500 linear feet of additional 12, 15, and 18 inch diameter storm water piping was also installed to improve roadway drainage during rain-storm events.
- Miscellaneous projects completed throughout the month included pot-hole patching, landfill maintenance, and materials hauling.
- Site preparation was provided at the Highway Department for the installation of a new above-ground fuel tank.
- Several storm water catch basins were cleaned and repaired by Highway Department crews.
- Bituminous cracks along 3.5 miles of roadway were sealed with a hot rubber sealant by a private contractor. The sealant allows for expansion with the crack during the winter freeze-thaw cycle thus preventing water from entering the roadway base material. This flexible bond helps prevent potholes and ultimately increases road longevity.

- Mechanics continued with the seasonal maintenance of the leaf collection equipment as well as scheduled maintenance and emergency fleet repairs. Fall services for Fire Department apparatus began in September. The Repair Garage is now implementing fleet management software which tracks vehicle preventative maintenance (PM) schedules and costs.

### **Facilities Management**

- The HVAC contractor was scheduled to prepare the heating system for the winter season.

### **TOWN PLANNER**

- **Brownfields Assessment Project:** The Environmental Protection Agency (EPA) Region I office formally submitted its notice and contract for a \$200,000 Brownfields Assessment grant on September 12, 2005. An RFP for consultant services was advertised September 21<sup>st</sup> with a return date of October 5<sup>th</sup>.
- **Façade Improvement Program:** The project's general contractor, G. Donovan Associates, began wrapping up several punch list items related to exterior trim details. Interior painting around windows and doorway threshold work remains. The Town Planner notified Carvel's corporate office that their standard internally lit box sign would not be permitted and only the sign design approved by the Façade Committee, pursuant to Zoning Regulation's Town Center Design guidelines, would be put back on the building.
- **Town Hall ADA Small Cities Project:** The State DECD was contacted September 6<sup>th</sup> and requested to tour the Town Hall to view the inventory of ADA improvements that are being proposed for Small Cities grant funding. The majority of the ADA compliance work will be directed at bathroom renovations throughout the building. The site inspection demonstrated to the DECD staff that this work qualifies for Small Cities project funds.

### **Development Projects**

- **Hartford Drive In site:** Toll Brothers' proposed condominium development seeking 74 units began public hearing presentations September 28<sup>th</sup>. The Commission continued the hearing to receive additional information on project density buffering issues along the Berlin Turnpike and proposed bedroom mix.
- **Commerce Court:** A 4.2 acre parcel is before the Town Plan and Zoning Commission and the Conservation Commission for development of a 16,280 sq. ft. building for a Progressive Insurance auto claims center. At this site, Progressive clients would bring their damaged vehicles for evaluation and drop off, complete insurance claim paper work and be provided a rental vehicle. This use is expected to employ 30 to 35 people, and is one of two regional claims centers that Progressive plans to locate in Connecticut.
- **Caldor's site – Berlin Turnpike:** Staff has been meeting with a developer who is looking to relocate Sam's Club from Berlin to the Caldor property on the 14 vacant acres at the northwest corner of the property. Part of this development also includes reuse of the Caldor building for up to three separate retail stores.

### **BUILDING DEPARTMENT**

- Three permits were issued for single family residences (48 Whiteside Street, 108 Waverly Drive, and 27 Olive Street) for a combined value of \$380,557.00 and \$5,370.00 in fees.
- A Permit was issued for a sales trailer and electrical for the trailer for the new Woodlands Development located off Fenn Road.
- A Certificate of Occupancy was issued for the new Police Department on September 16, 2005.
- Work continued on Walgreen's located at 2920 Berlin Turnpike. An Electrical Permit was issued for sound and security and a Permit was issued for signage.
- The Ruth Chaffee and the Elizabeth Green Schools opened but work will continue through Thanksgiving. Protection is in place for the students to prevent any accidents with special consideration for student safety.
- Five Certificates of Occupancy were issued in September, two for single family residences (125 Cedarwood Lane and 79 Moreland Avenue) and three for commercial buildings (the Police Department, TNT Gym at 731 New Britain Avenue, and a dentist office at 1247 Main Street.

Building Inspectors completed a total of 382 inspections: Alarm (15), Chimney (2), CO (21), Code (11), Concrete Slab (2), Decks (1), Drainage (4), Electrical (88), Final (5), Fireplace (2), Footings (8), Foundation (6), Framing (56), Fuel (1), Gas Line (13), Hood (22), Insulation (14), Mechanical (29), Piers (4), Plumbing (45), Pools (3), Roofing (3), Sheds (3), Sill (1), Sprinkler (16), Waterproof (7).

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

David Zwick	2003 IRC Performing Residential Building Inspections – 9/13, 14
Art Hanke	2003 IRC Plan Review – 9/20, 21
Joe Sinsigalli	National Electrical Code – 9/27 2003 IRC Performing Residential Building Inspections – 9/12, 19
Pete Hobbs	2003 IRC Performing Residential Building Inspections – 9/12, 19

Building/Renovation Permit Statistics

<u>Type of Permit</u>	<u>No. of Permits</u>	<u>Value of Permits</u>
Addition/Alterations	20	\$ 508,000
Deck	2	9,600
Demolition	0	0
Electrical	51	162,370
FSS/Sprinkler	1	1,300
Footing/Foundation	0	0
Fuel Tank	2	3,651
Garage/Shed	11	97,943
HVAC	35	366,557
New Commercial	0	0
New Residential	3	380,713
Plumbing	19	128,500
Pool	4	55,785
Roofing/Siding	25	185,347
Sign	10	42,575
Tent	2	3,180
Trailer	<u>1</u>	<u>20,000</u>
Total	186	\$1,965,521

Permit Value Comparison for September:

	<u>2005</u>	<u>2004</u>
Value of Permits Issued	\$1,965,521	\$1,733,280
Building Permit Fees Received	\$31,215	\$26,600
Other Income Fees	\$2,556	\$1,124
Building Permits Issued	186	132

Total Value of Permits and Permit Fees:

<u>2005-2006</u>		<u>2004-2005</u>	
<u>Value</u>	<u>Permit Fee</u>	<u>Value</u>	<u>Permit Fee</u>
\$8,211,075	\$128,175	\$15,148,661	\$179,070

**HEALTH DEPARTMENT**

- Routine inspections for the month consisted of food establishments and three child daycare centers whose State-issued licenses were due for renewal.

- Pre-operational inspections were made of the Courtyard Marriott, a new Subway restaurant inside the Wal-Mart store, and food vendors at the Waterfall Festival the morning of September 24.
- The department's annual report (FY05) for the Connecticut Department of Public Health (CDPH) was submitted.
- Monitoring for West Nile Virus (WNV) activity in the community continued. The CDPH discontinued testing of birds for WNV on September 30<sup>th</sup>. The Newington Health Department had 19 dead bird sightings reported by residents this season. At least two of those birds tested positive for WNV.
- There have been no positive mosquito pools trapped at Churchill Park this year. Such trapping will continue to the end of October.
- Staff continues to monitor construction work/progress at the kitchen and boiler rooms of Ruth Chaffee and Elizabeth Green elementary schools.
- On September 16<sup>th</sup>, Robert Cosgrove, Public Health Coordinator, spoke to a local Girl Scout Troop on recycling issues/programs in town and offered his assistance in their efforts to recycle additional items at their schools.
- The Town's brush-grinding contractor was contacted and subsequently mulched all of the accumulated brush at the landfill.
- The regular bimonthly meeting of the Employee Health and Safety Committee on September 22 did not have a quorum. A representative of CIRMA distributed a loss analysis for Worker Compensation claims in FY 05. Slips and falls, and material handling injuries continue to be the most frequently reported and remain the primary focus of the Committee for our prevention efforts.
- New complaints for the month numbered 18, of which seven involved blighted residential properties.

#### Statistical Summary

	Monthly Totals	Year to Date	Last Year to Date
Food Establishment Inspections	31	355	303
Food Establishment Reinspections	4	43	38
Other Routine Inspections	4	54	41
New Complaints Received	18	193	111
➤ Complaint investigation made	16	198	109
➤ Notice of Violation issued by Public Health Coordinator	6	48	32
➤ Legal Order issued by Director of Health	1	3	2
➤ Complaint compliance recorded	30	185	95

#### **HUMAN SERVICES**

- Director Ken Freidenberg participated in several regional meetings on mental health and consulted with the State Behavioral Health Team regarding Connecticut's response to people coming from Louisiana and Mississippi as a result of Hurricane Katrina.
- The Department is assisting two families whose relatives came to Newington as a result of the hurricane.
- The Social Casework Program handled 72 active cases during the month. Presenting issues include health, mental health, housing, financial, transportation and domestic conflict.
- Food Bank, Clothing Closet and Special Need Fund requests remained constant. There is a rise in requests for energy assistance as a result of increased oil prices.
- Coordinator Karen Futoma and Social Worker Carol LaBrecque began preparing for the Holiday Programs and scheduled their annual volunteer meeting for October 5.
- The Early Childhood Council is sponsoring the parent workshop "Ready to Learn" presented by Ann Taggart from CPTV at the Library on October 4 and 6.
- The Youth and Family Counseling Program received 12 new referrals.
- The active caseload rose to 47 with nine inactive and one closed cases. Clinical therapists conducted 68 therapy sessions and collateral contacts totaled 93.

- Two of the new school cases required “safe return” forms because of self-mutilating behaviors with the necessity to rule out suicide ideation or contemplation. These lengthy and complex assessments are a clinical necessity for a child to return to school. Follow-up therapy appointments and contact with school and family must also be completed.
- Positive Youth Development activities included the following:
  - The fall 2005 SCORE after-school program began this month with several hikes as well as apple picking at Auer Farm and Scotts Orchards.
  - Coordinator Karen Futoma and Youth Worker Crystal Morawitz attended the middle school open houses presenting the annual parent orientation for Rite of Passage Experience (ROPE).
  - Staff completed the first cycle of the ROPE at both middle schools including Final Challenges at the Town Hall Gym.
  - The Adventure Club held its first meeting at Newington High School with 42 students attending. Their first activity was horseback riding.
  - The SWAT team from Middletown Police Department contracted with the department for training on the Challenge Course.
  - A total of 119 youth participated in programs and activities.

### September 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	47	45	70	74
Positive Youth Development	119	513	1,112	779
Youth Works (Job Bank)	8	5	15	16
Information and Referral	187	169	519	326
Social Casework Cases Under 55 = 42 Over 55 = 30	72	80	122	95
Food Bank Participants	78	94	259	291
Special Needs	16	11	41	33

### SENIOR AND DISABLED CENTER

- Director Dianne Stone was appointed to the Task Force to Study the Reestablishment of the Department of Aging.
- More than 100 people attended a special intergenerational program, Mad Science, on Saturday, September 10<sup>th</sup>. This extremely entertaining program was funded in part by a grant from Wal-Mart.
- The North Central Area Agency on Aging provided a ‘smoothie’ program on September 8th, demonstrating how to make quick and nutritious refreshment as part of their Caregiver Support services.
- A semi-annual skin cancer screening was provided by Dr. Babcock on September 8.
- The last of the Medicare Part D subsidy workshops was offered by the Social Security Administration. The Center will host seminars covering the details of Medicare Part D in October and November.
- A medication management program focusing on the dangers of mixing prescription medication with over the counter drugs and/or alcohol was presented on September 29 by the Alcohol and Drug Recovery Center.
- The Center currently has 3,406 members, with 38 new members in September.
- The social work caseload for the month was 52. Medicare Part D and the impending heating season are the main source of concern.
- The Renter’s Rebate program continued through the month with another 13 claims filed, representing \$6,293.99. This program runs until November 1<sup>st</sup>.

Dial-A-Ride		Wellness Clinic		Senior Café
Trips	Miles	On-site	Off-site	Meals Served
1,734	3,490	78	13	1,275

Project Homeshare				
	Current Matches	Providers	Seekers	Counseling Calls
Newington	2	7	2	n/a
Other Comm.	6	32	43	n/a

## **PARKS AND RECREATION**

### **Administration**

- Wendy Rubin, Superintendent of Parks and Recreation, met with Dr. Ernest Perlini, Superintendent of Schools, and Steven Woods, Board of Education, to discuss the development of a landscaping plan for the school buildings.
- Requests for Qualifications for Cemetery Sales Operations, Ball Field Lights – Phase 2 and the Master Plan were completed.
- Final touches to the Parks and Recreation Strategic Plan have been made with staff input.
- First quarter employee performance reviews were conducted.
- Superintendent Rubin and Human Services Director Ken Freidenberg assisted with the Family Chalk Art event at the Waterfall Festival.
- Superintendent Rubin met with a Board of Parks and Recreation member to finalize the Our Children’s Place project. Brick pavers, donated by Cedar Mountain Landscaping, were installed in the entrance area.
- A Succession Plan for key personnel was developed.
- Ms. Rubin has completed the first draft of an Open Space Management Plan that will address various town properties such as The Eddy Farm Agricultural Preserve, Young Farm and the greenways system. The draft will be reviewed by various Town departments for their input.

### **Recreation Division**

- The fall programming information was distributed to 11,000 addresses. The new publication was well received.
- Larry LeBlanc is stepping down as coordinator of the Newington Tennis Association and is turning over the position to Nancy Frost and Bob Dean.
- New programs for the fall include: Music Together, Indoor Tennis Lessons, Youth Painting, Craft Workshops, Japanese Animation, Skyhawks Sports, Magic Workshop, Stamping, First Aid and CPR, Co-Ed Volleyball, Stress Management Lecture, Catastrophe Awareness Lecture, Women’s Self Defense, Boot Camp, “Yoga-Lates,” Adult Tap Dancing, Adult Jazz, Senior Tap Dancing and Chiaroscuro Art Class.
- Several fall programs have filled to capacity including Mini-Hawks, Tiny-Hawks, Youth Tennis, Yoga, Halloween Art Workshop, Music Together and Craft Workshops.
- The Board of Parks & Recreation approved funding from the annual golf tournament receipts for furniture and additional programming for the Teen Center, a new scorers’ table for the Mortensen Community Center and a sound system for the Children’s Theater program.
- The Town website was updated to include additional information regarding health and wellness information and resources. A “subscriber e-mail” was created for the public to sign up on the website to receive recreation updates.
- Newly developed Instructor manuals and confirmation agreements were dispersed to all current instructors.

## **Parks & Grounds Division**

- The major activity of the Parks and Grounds Division was the repair of the soccer fields at Mill Pond; over 100 cubic yards of topsoil was placed and extensive aeration and seeding was accomplished to address worn field areas.
- The R. Stanley Nature Trail was cleaned and brush removed in preparation for use as a cross-country track course by Newington High School.
- Mowing was conducted as required through the month and field painting was a daily activity.
- Division personnel refinished the Mortensen Community Center gym floor.
- After closing of the Churchill Park Pool, restoration of one section of tile and coping at the Churchill wading pool was undertaken.
- Division personnel removed branches and trees following a minor wind and rain episode.
- There were eight interments in Town cemeteries during September.

## **LIBRARY**

- The Children's Department was present at all four elementary schools' open houses to meet new parents, sign up parents and children for library cards, and provide information about literature-based programming offered at the library that complements the school curriculum.
- As the grand finale to a very successful summer reading program, Head of Children's Services Helen Aveline co-hosted school-wide assemblies at the elementary and middle schools, including St. Mary's. Certificates of participation were awarded to over 1,300 children, and a performance of fairy tales was a treat for all students.
- "Take out Tales" is a new service that is being initiated by the Children's Department. Parents may choose from a variety of topics, indicate the age of their children, and in three days a collection of books will be available for them to pick up.
- 2,420 children and caregivers attended programs. Highlights included a performance of *Stevesongs*, and a presentation by children's author Kathleen Kudlinski on *Writing Books for Children*.
- Preparations are underway to expand the small collection of materials available for tutors and for patrons who are learning English as a second language. The library is forming a partnership with the New Britain chapter of Literacy Volunteers, who will be using the study rooms and the collection for and with their students, many of whom are Newington residents.
- Plans are underway for a new computer instruction service for patrons that will be called "Book a Librarian." Patrons will be able to reserve time to receive one-on-one training on the use of the on-line catalog, databases, Internet, or email. This service will be a precursor to small group classes that will begin in the winter.
- Topics of note that were researched this month included:
  - History of Broadway.
  - Difference between poison and regular sumac.
  - Identification of mushrooms.
  - Information on helping a young child to sleep at night (The answer to this question was called in to Asia, where the patron's grandchild is living).
  - Books about moving into a big kid bed.
- Circulation of materials was 30,224. An average of 753 people entered the library each day. 5,000 reference questions were answered and 1,538 items were processed and added to the collection.
- Other use statistics for the month include: the library's homepage- 7,494 hits (+31%); Internet computers- 1,916 people (+7%).
- Head of Collection Management Jeanette Mercure met with a representative from Family Partnerships of CT, an agency that places disabled individuals in appropriate work environments. Two men and their job coach will be coming to the library at least once a week to perform needed tasks.
- Programs for adults this month included *Identity Theft*, *World Cuisine: Cool Pasta Dishes*, and a Gene Kelly biography film and discussion.
- The Library Board of Trustees held their annual meeting in September. People and businesses in the community were honored for their service to the library, the Library Director's annual report was presented,

and new officers were elected. They are: Maureen O'Connor Lyons, President; Paul Crosswaith, Vice President; Judy Igielski, Secretary; and Iris Larsson, Treasurer.

- The second annual Waterfall Festival was held during the month. Library Director Marian Amodeo was again involved in the Chalk Walk, an art competition for serious art students as well as professional artists. Michelle Dunn, a Newington High School student, won first prize.