



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: June 17, 2005  
Re: Monthly Report – May 2005

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#### GENERAL ADMINISTRATION

During the month of May, the primary focus of the Office of the Town Manager was (a) preparing all necessary documents associated with the Eddy Farm agriculture preservation easement initiative as approved by the Town Council and scheduled for closing in early July; (b) preparing for a credit rating presentation in early June related to the final sale of bonds associated with the Police Department Renovation/ Expansion project' and (c) addressing a number of personnel matters.

Other items of interest during the month were as follows:

- Coordinated and participated in a meeting with a non-profit organization regarding the potential for relocating their facility to Newington;
- Attended the May 5, 2005 meeting of the Newington High School Track Renovation Project Building Committee to provide information in conjunction with the Town Attorney;
- Attended the May 5, 2005 Senior and Disabled Center Volunteer Recognition Dinner;
- Attended the May 10, 2005 press conference announcing the award of a United State Department of Environmental Protection Agency Brownfield assessment grant in the amount of \$200,000 to the Town of Newington;
- Attended the May 17, 2005 meeting of CRCOG's Municipal Services Subcommittee;
- Attended the May 17, 2005 Chamber of Commerce Annual Meeting;
- Participated in the May 19, 2005 table top exercise sponsored by the LEPC;
- At the invitation of the Connecticut City and Town Manager's Association (CTCMA), in conjunction with Chief of Police Richard Mulhall, presented remarks at the group's monthly meeting on our individual and collective experience of losing a police officer in the line of duty and the role of a Town Manager in such critical incidents;
- Attended the May 25, 2005 law enforcement memorial service at the Connecticut State Police POST facility;
- Attended the May 25, 2005 presentation of a portrait of Master Police Officer Peter J. Lavery by the Board of Education to the Lavery family and Newington Police Department;
- Participated in a May 26, 2005 meeting of State legislators, union officials, and National Volunteer Fire Council representatives for purposes of discussing legislative resolution to the issue pertaining to contractual prohibitions against volunteer firefighting;

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- Attended the May 27, 2005 Memorial Day Ceremony held at the Veteran's Hospital facility; and
- Participated in the Memorial Day Parade and remembrance ceremony on May 28, 2005.

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

<b>HIGHWAY DEPARTMENT</b>	<b>Overtime Hours</b>	<b>Cost</b>
Vehicles and Equipment	34.00	\$ 1,275.17
Weekend Stand-by and Call-in	16.00	502.72
Road Maintenance	28.60	932.96
Traffic (Parade)	<u>5.50</u>	<u>192.44</u>
Total	84.10	\$ 2,903.29
<b>PARKS AND GROUNDS DIVISION</b>		
Weekend Duty	50.00	\$ 1,719.50
Cemetery	2.00	68.78
Tennis Preparation	207.00	7,118.73
Herbicide Application	<u>104.50</u>	<u>3,593.76</u>
Total	363.50	\$12,500.00
<b>POLICE DEPARTMENT</b>	<b>2004-05 Budget Overtime Appr.*</b>	<b>Overtime Expended Fiscal Year to Date</b>
Patrol	\$ 800,266	\$ 706,891.42
Investigation	69,876	61,654.66
Communication	135,792	125,375.49
Education/Training	52,729	48,644.70
Support Services	31,048	17,693.53
School Resources Officer Grant	3,228	2,136.18
Animal Control	<u>15,597</u>	<u>7,842.15</u>
Total	\$1,108,536	\$ 970,238.13

\*Includes mid-year transfers

## **PERSONNEL**

- Sgt. Geoffrey Anderson officially submitted his letter of retirement from the Newington Police Department effective May 18 after 22 years of service.
- Assistant Building Inspector Steve Lattarulo submitted his resignation effective May 27, 2005 to accept a similar position in another town.
- The position of Assistant Building Inspector was advertised during the month.
- Head Dial-A-Ride Driver Glenn Billiter submitted his letter of retirement effective September 5, 2005.
- Applications were reviewed and a written examination administered to 18 candidates for the position of Groundskeeper I on May 19.
- Several part-time positions in the library become available and the vacancies were listed on-line.

## **RISK MANAGEMENT**

The tenth month of the 2004-2005 Blue Cross/Blue Shield plan year produced a combined paid claim total that was higher than the estimates that were developed at renewal. The total claims were estimated at \$595,226 per month; the initial number for April 2005 came in at \$622,626.

## **INFORMATION SYSTEMS AND TECHNOLOGY**

- 121 work orders were completed.
- Over 36,000 SPAM/ unsolicited emails were blocked.
- Scheduled workstation replacement began with the installation of 53 new monitors in the library.
- Approximately 100 pieces of obsolete equipment were removed to an electronics recycling facility. The use of a State contract and cartage by Town staff assured a favorable rate for the equipment disposal.
- Prompt response by the IST staff restored Town Hall telephone service after a disruption apparently caused by weather on the night of Friday, May 29.
- The Town's website had more than 19,000 visits. The Employment page and the Meetings calendar were the most frequently visited sections.
- The new Renters Rebate program was installed and configured for networked workstation and laptop.
- Computer images were built for new Dell Optiplex GX 280 computers for Library, WAN and Library staff computers. It is expected that the new computers will be distributed by mid to late June.
- Worked with the Town Clerk to generate dog license mailing and end of the year process for the dog license program.
- Updated the following Town databases: Human Services - Score Database; Assessors – Elderly Database; Parks and Recreation – Pool Pass Database; Parks and Recreation – Registration Database.
- Assisted the Library with a presentation on Internet Dating.
- Participated in a Local Emergency Planning Committee table top exercise hosted at the Newington Volunteer Fire Department – Company 1.
- Installed and configured a new Public Safety digital voice logger.

## **FINANCE**

### **Accounting and Administration**

- The Town's Official Statement as part of the 2005 bond financing for the Police Renovation and Expansion Project was finalized during the month. The bond sale, in the amount of \$3.7 million is scheduled for June 16; two related credit rating agency presentations are scheduled for June 6.
- The 2004-05 fiscal year closeout began with analysis of departmental general fund balances to determine possible June 30 overdrafts.
- Finance Director Bill Hogan participated on an interview panel for the Town of Manchester.
- A review of draft documents of the Town's defined benefit pension plan administration and employee's guide was undertaken during the month.
- The Town received its Pupil Transportation Grant from the State of Connecticut in the amount of \$376,380.

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)  
5/31/05

General Fund	\$29,592,175
Special Revenue Funds	1,583,3278
Capital Projects Funds	3,281,282
Internal Service Fund	3,056,478
Trust and Agency Funds	<u>1,265,352</u>
TOTAL, ESTIMATED BY FUND	\$38,778,614

**INVESTMENTS, BY INSTITUTION TYPE**

Unaudited)

5/31/05

	Interest %	Interest \$	\$ Invested		
Ave. Monthly Yield, Annualized	Current Month	Last Month	Current Month	Last Month	
STIF	3.13	2.91	\$46,297	\$48,117	\$15,456,258
BankNorth	3.40	3.40	\$14,632	\$8,191	\$5,022,653
CLASS PLUS	2.67	2.29	\$20,578	\$22,033	\$10,183,673
Sovereign Bank MM	3.80	3.40	\$26,194	\$22,594	<u>\$8,116,030</u>
Total Outstanding Investments					\$38,778,614

**Assessor**

- The 2005 town wide real estate revaluation continued throughout the month. Photos of new construction since the last revaluation were taken; sales during the month were inspected; building permits through the first quarter of the year were inspected and entered in the CAMA system.
- Income and expense forms were received from 600 commercial property owners and will be used to value commercial properties.
- Real estate transactions were read up to April 25.
- Applications for elderly benefits were taken up to May 15, as mandated by state law.

**Revenue Collector**

- The Revenue Collector's office collected \$161,839.77 in taxes on the current levy.
- Certificates continuing tax liens were filed against 175 pieces of property for unpaid taxes and statements were mailed to the same accounts indicating the filing.
- Notices were sent on unpaid parking violations that were issued during April 2005.
- A file of paid motor vehicle accounts was sent to the Department of Motor Vehicles to release the flagged registrations.
- In preparation for the next billing, accounts on the 10/1/2004 Grand List were coded for delinquencies and escrow agencies.
- Revenue Collector Jean Mangan attended the spring meeting of the Connecticut Tax Collectors Association.

**PURCHASING**

**BID NO 9, 2004-05, NVFD TACTICAL UNIT**

Opening Date: January 27, 2005

<u>Bidder</u>	<u>Bid</u>
Pierce Manufacturing, Appleton, WI	\$262,800
Nichols Fire Apparatus, Wallingford	\$266,595

The bid was awarded to Pierce Manufacturing for their low bid.

**BID NO. 10, 2004-05, POLICE TECHNOLOGY INFRASTRUCTURE**

Opening Date: March 10, 2005 (Rebid: March 31, 2005)

Bidder	Bid
EDP Wiring Systems, Burlington	\$37,638.00
SBC Structured Cabling Systems, Derby	\$42,418.00
Carousel Industries, Bloomfield	\$47,384.33
Bonner Electric, Inc., Uncasville	\$47,426.00

The bid was awarded to SBC as the low responsive bidder; the EDP bid was determined to be non-responsive.

**BID NO. 12, 2004-05, POLICE COMMUNICATIONS CENTER RELOCATION**

Opening Date: April 5, 2005

Bidder	Bid
Bearcom, Bloomfield, CT	\$13,965.00

The bid was awarded to Bearcom as the sole bidder.

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

Opening Date: June 2, 2005

**BID NO. 14, 2004-05, LEAF MACHINE**

Opening Date: June 9, 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

The proposals are under review.

**TOWN CLERK**

- 174 tax liens were filed by the Revenue Collector on May 2<sup>nd</sup>. The land recorded documents totaled 845 for the month of May, almost a 10% decrease in activity from May 2004. However, overall revenue was up 138% over last year mainly attributable to the town conveyance tax.
- There were 73 property transfers, with \$109,213.73 town conveyance tax collected and \$370,922.94 collected for the State, representing \$43,685,488.38 in property transfers. The largest transfer was for \$30,500,000 at 2985-3017 Berlin Turnpike from Gem Commercial Associates LP to Galileo Turnpike Plaza LLC. There were seven residential transfers all in excess of \$300,000 each—the largest being for \$430,000 for property at 119 Barn Hill Lane.
- The Town Clerk and Assistant Town Clerk attended an Appreciation Breakfast on May 12<sup>th</sup> at Newington High School in recognition of their participation in the Junior/Senior Internship Program.
- On May 19<sup>th</sup> the Town Clerk attended a Legislative Reception at the State Capitol sponsored by the Connecticut Town Clerks Association providing an opportunity to “meet and greet” elected State officials and discuss pending legislation.

### Data Summary—May 2005

	<u>May 2005</u>	<u>May 2004</u>	<u>FY 2004/05 to Date</u>	<u>FY 2003/04 to Date</u>
Land Record Documents	845	936	7,261	10,637
Dog Licenses Sold	346	385	823	1141
Game Licenses Sold	559	165	2,837	2004
Vital Statistics				
Marriage Licenses	12	15	18	185
Death Certificates	26	18	54	379
Birth Certificates	2	26	208	251
Total General Fund Revenue	\$132,464.43	\$54,074.11	\$775,846.79	\$631,980.93
Town Document Preservation	\$ 632.00	\$ 722.00	\$ 6,548.00	\$ 9,266.00
State Document Preservation	\$ 1,264.00	\$ 1,444.00	\$ 13,096.00	\$ 17,656.00
State Game Licenses	\$ 11,481.00	\$ 3,301.00	\$ 43,677.50	\$ 45,947.00
State Dog Licenses	\$ 1,857.00	\$ 1,878.50	\$ 5,048.00	\$ 4,998.00
Dog Licenses Surcharge	\$ 736.00	\$ 758.00	\$ 1,861.00	\$ 3,555.00
Marriage License Surcharge	\$ 418.00	\$ 247.00	\$ 3,268.00	\$ 2,375.00
Grand Total	\$148,852.43	\$62,424.61	\$849,345.29	\$715,777.93

### REGISTRARS

- The Spring Convention conducted by the Secretary of the State was held in Ledyard. New legislation and voting machine technology were discussed.
- Republican Registrar Linda Cultrera received her ten year service award and Democratic Registrar Marie Fox her fifteen year award.
- Over two-thirds of those sent the annual canvass responded; 227 electors were placed on the inactive list.

### POLICE DEPARTMENT

- On May 13, 16 members of the Police Department traveled to Washington, D.C. to attend the posting of MPO Peter Lavery's name on the National Police Officers Memorial Monument. The officers also attended other events during the weekend including the White House speech by President Bush.
- On May 25, over 40 members of the department attended the posting ceremony at the Connecticut Memorial at the Connecticut Police Academy in Meriden.
- Officer Meghan Kennedy graduated from the Connecticut Police Academy on Tuesday, May 17.
- A grant application for \$1,500 was submitted to the Target Stores to conduct a presentation on Domestic Violence and the Prevention of Abusive Dating Relationships.
- Many of the patrol assignments have been cancelled for the Berlin Turnpike Traffic Enforcement Program (TTE) due to scheduling conflicts and weather issues. A request was made to extend the program from its original ending date of June 15 to August 27; a verbal approval was received.
- A patrol officer investigated a commercial burglary on the Berlin Turnpike in which a laptop computer was stolen during the night.
- Patrol officers investigated a reported robbery in the parking lot at a local condominium complex.
- Patrol officers responded to a robbery complaint at a Main Street gas station. A lone suspect entered the business, held an object to the clerk's back, took money from the cash register and fled the store on foot. The clerk was able to hold the suspect on the ground outside the store until the police arrived. A second individual was arrested a few minutes later after it was learned that he was involved in the robbery.
- Thirty-seven offenses were the subject of investigation by Detective Division personnel in May.

- Two cases involving three juveniles and/or their families were referred to the Youth Officer in May. 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>May 2005</u>	<u>11 Mo. Cum.</u>
Residential	5	192
Commercial, Industrial, Office	18	144
Hospital, School	3	38
Vehicle	8	31
Rescue, Police Assistance	4	28
Dumpster, Rubbish	3	13
Grass, Brush, Leaves	6	23
Hazardous Materials/Clean up	4	43
Investigative Alarm	9	63
False Alarm	0	0
Mutual Aid/Standby	4	13
Carbon Monoxide Investigation	1	59
Total	65	648

Response by Companies through 11 months:

<u>Company #1 (Main Street)</u>	<u>Company #2 (Richard Street)</u>	<u>Company #3 (West Hill Road)</u>	<u>Company #4 (Dix Avenue)</u>
553	432	341	275

Manpower/Response Breakdown\*

	<u>Weekdays 8 a.m.-4:00 p.m.</u>			<u>All Other Times</u>		
	<u>Alarms Answered</u>	<u>Members Responding</u>	<u>Alarms Average</u>	<u>Alarms Answered</u>	<u>Members Responding</u>	<u>Alarms Average</u>
Co. #1	15	79	5	40	392	10
Co. #2	15	56	4	32	158	5
Co. #3	12	27	2	17	102	6
Co. #4	5	10	2	15	57	4

\*Average is to the nearest whole number.

Training Summary:

Deputy Chief Tom Lapierre reported 308 hours of training were provided to department members.

<u>Training</u>	<u>Topic</u>	<u>Members</u>	<u>Hours</u>
Officer Training	Pre-Plan – Advanced Adhesives	28	42
Multi-Company Training	Advancing Hose Lines – Interior Stairwells Truck/Aerial Ventilation Rescue from Windows via Ladder Towers	49	116
LEPC Tabletop Drill	Hazardous Material Release	5	10
Hartford County Training	Firefighter I Class	1	140

## **FIRE MARSHAL**

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

Inspections	42
Inspection Follow-Ups	39
Plan Review	4
Job Site Inspections	4
Underground Tank Removal	1
Fire Investigations	2
Fire Alarm Trouble	4
Complaints	1
Haz/Mat	1
Bomb Threats	1
Blasting	4

- Blasting permits were issued for the new Woodlands development off Fenn Road with blasting scheduled to start in June.
- There were two fires during the month that resulted in significant damage. The first fire totally destroyed the fire training tower on Milk Lane and was ruled accidental. The second fire destroyed nine vehicles in a storage yard on Day Street. The cause of this fire has not been determined. The investigation continues.

## **PUBLIC WORKS/FACILITIES MANAGEMENT**

- Interviews of consultants who responded to a request for inspection services for the pavement rehabilitation of Maple Hill Avenue and Church Street have been scheduled for early June.
- Final drainage plans for the Howard/Eddy Lane intersection were completed. Work on the project has started and is progressing on schedule. Completion should occur by the end of June or early July.
- The Public Works Director made a summary presentation to the Town Council regarding the Sunrise Estates Subdivision. The Town has signed the agreement and returned it to ConnDOT for further processing.
- A pre-construction meeting was held with the development team of the Woodlands, a condominium association on Fenn Road.
- The Public Works Director and the Highway Superintendent attended an Emergency Operations Committee exercise held at Fire Company No. 1.

## **Highway Department**

- The annual street sweeping program was completed in May.
- Crews completed the Mill Pond parking lot project with the installation of bituminous curbing.
- Equipment Operator I John Frate attended a UCONN sponsored chainsaw safety class.
- Miscellaneous material handling was completed for several Town departments.
- Storm water catch basins were rebuilt and repaired as needed.
- Curb repair, topsoil restoration, and pothole patching continued throughout the month.
- Vegetation grinding was completed at the landfill by a private contractor with assistance from Highway personnel and equipment.
- Mechanics completed Fire Department spring services, seasonal maintenance to Parks and Grounds mowing equipment, and prepared road construction equipment for operations. Scheduled and emergency fleet repairs were ongoing as well.



## **Facilities Management**

- The re-lamping of the Town Hall has been completed. The new lighting fixtures have brightened up the offices, hallways, and the gymnasium while reducing energy usage.

## **TOWN PLANNER**

- At a May 10, 2005 Public Hearing regarding the Small Cities program, administration presented its recommendation that priority be given to a Community Development Grant to correct non-compliant ADA deficiencies in Town Hall. Representatives from Southfield Apartments, Newington Interfaith Housing Corporation, requested the Council's support for remediation of lead paint on exterior window frames. The Town Planner is collecting more information from Southfield's property manager as to the project's costs and HUD's requirements. Since the Town can only submit one Small Cities application at a time to the Department of Economic and Community Development it is important to weigh each project's readiness and public benefit.
- The Town Council approved the appointment of L. Wagner & Associates as project consultant for the 2005-2006 Small Cities Program. L. Wagner has assisted the Town since 1993 securing \$2.4 million in Community Development grants.
- Newington has been selected as one of 21 Connecticut communities to receive EPA grant funds to conduct an assessment of potential Brownfield properties. This assessment will help identify areas that can be revised to increase the supply of clean development parcels. The focus area is the 550 acre industrial area along the New Britain – Hartford busway corridor.
- Concept plans and a preliminary construction budget for the Town Center Streetscape Program Phase II were completed by the Maguire Group and the Town Planner, Ed Meehan. The preliminary cost estimate is \$113,000 over the project's \$200,000 construction allocation. Options for closing Bonair Avenue to through traffic or traffic calming are being costed out. At a meeting with ConnDOT District 1 engineers on May 26<sup>th</sup> the Town Planner was informed that the State will not permit crosswalk paving blocks at the intersection of Main and Market Square and Main and Lowrey Place. Also, ConnDOT engineers supported Bonair Avenue closure but expressed reservations about any closure option that might cause back ups at the CVS Main Street traffic signal.
- The Façade Improvement Program contractor, G. Donovan Associates, set up protective scaffolds and began structural framing for the new parapet above Carvel's and Newington Bike. The construction schedule calls for the East Cedar façade to be worked on first. Shop orders have been approved by the architect for new storefront windows and doorways. The contractor intends to remove and replace window components for each store on a one day turn around.
- Construction started on the Pulte Homes of New England Woodlands development on Fenn Road in early May. The site contractor has an aggressive schedule which calls for the installation of drainage, roadway and utilities in about 12 months. To meet this timeline, extensive rock removal and grading is anticipated over the summer. The TPZ has been petitioned to approve a Special Exception to permit crushing equipment to be brought on site to process up to 40,000 cubic yards of raw rock. This matter is scheduled for public hearing in June.

## **BUILDING DEPARTMENT**

- Two permits issued for single family residences in Newington in May, 79 Harold Drive and 28 Oregon Avenue.
- One permit was issued for a commercial building, Walgreen's at 2920 Berlin Turnpike.
- A Permit was issued for the Newington High School at 605 Willard Avenue to install a wheelchair lift in the new media center.
- Seven Certificates of Occupancy were issued, four for single family residences (35 Adam Drive, 223 New Britain Avenue, 24 Dacosta Drive, and 1460 Willard Avenue) and three for commercial buildings (Eclactic Naturopathic Medical Center, 2434 Berlin Turnpike; The Bakery, 1000 Main Street, Unit A; The Groomers, 1000 Main Street, Unit B).

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

S. J. Lattarulo	National Electrical Code, May 11, 2005
A. W. Hanke	National Electrical Code, May 11, 2005 Fire Rated Assemblies and Construction in Accordance with the 2003 IBC, May 25, 2005
J. Sinsigalli	Fire Rated Assemblies and Construction in Accordance with the 2003 IBC, May 4, 2005 National Electrical Code, May 11, 2005
Pete Hobbs	Fire Rated Assemblies and Construction in Accordance with the 2003 IBC, May 18, 2005

Building Department Inspectors completed a total of 271 inspections: Above Ceiling (2), Carnival (2), Chimney (2), CO (10), Code (22), Damp proofing (1), Decks (4), Demo (1), Electrical (57), Exhaust Hood (2), Final (5), Footings (20), Foundation (2), Framing (27), Gas Line (3), Insulation (5), Mechanical (25), Piers (15), Plumbing (32), Pools(6), Rebars (3), Roofing (5), Rough (11), Siding (1), Sill (1), Tanks (2), Waterproof (4), Windows (1).

Building/Renovation Permit Statistics

Type of Permit	No. of Permits	Value of Permits
Addition/Alterations	31	\$ 921,690
Deck	14	58,400
Demolition	1	9,000
Electrical	48	78,308
FSS/Sprinkler	5	350,860
Footing/Foundation	2	0
Fuel Tank	2	1,000
Garage/Shed	10	102,512
HVAC	24	194,760
New Commercial	1	1,062,000
New Residential	2	355,000
Plumbing	10	25,782
Pool	7	28,465
Roofing/Siding	28	167,115
Sign	5	25,100
Tent	0	0
Trailer	0	0
Total	190	\$3,379,992

Permit Value Comparison for May:

	2005	2004
Value of Permits Issued	\$3,379,992	\$29,883,013
Building Permit Fees Received	\$53,840	\$105,118
Other Income Fees	\$5,125	\$3,033
Building Permits Issued	190	174

Total Value of Permits and Permit Fees:

2004-2005		2003-2004	
Value	Permit Fee	Value	Permit Fee
\$38,837,441	\$408,640	\$49,217,527	\$420,920

## **HEALTH DEPARTMENT**

- Routine inspections for the month consisted solely of food establishments. Department staff continues to monitor new establishments currently in the plan review or construction stage.
- On May 5<sup>th</sup>, Dr. Shahnaz Hussain, Director of Health, and Robert Cosgrove, Public Health Coordinator, attended the Connecticut Department of Public Health Commissioner’s semi-annual meeting of local Directors of Health.
- Mr. Cosgrove and Greg Mattus, Public Health Inspector, continue to attend monthly meetings of the Capitol Region Emergency Planning Committee and ESF8, the Public Health/Medical Care Subcommittee.
- On May 19<sup>th</sup>, our Emergency Operations Center (EOC) personnel participated in a “table-top” training exercise involving a chemical spill at a local business.
- On May 16<sup>th</sup>, the department initiated monitoring of “sentinel” mosquito breeding sites throughout town. This monitoring will continue on a regular schedule throughout the summer months in an effort to control mosquito populations, particularly those species that may carry West Nile Virus (WNV).
- On May 17<sup>th</sup>, Mr. Cosgrove attended a day-long seminar at Yale University, sponsored by the federal Centers for Disease Control and Prevention (CDC), on preparedness strategies for a possible pandemic avian influenza outbreak.
- On May 27<sup>th</sup>, Mr. Cosgrove spoke to three kindergarten classes at Elizabeth Green School on the value of recycling and how to properly recycle various items.
- On May 26<sup>th</sup>, Mr. Mattus attended a day-long seminar on public swimming pool health and safety issues sponsored by the Connecticut Department of Public Health.
- On May 26<sup>th</sup>, the Town’s Employee Health and Safety Committee held its regular bimonthly meeting. The committee approved an Employee Training guideline for distribution to each department head for inclusion in their department’s copy of the “Employee Health & Safety Manual.”
- New complaints for the month numbered 19, most of which involved “blighted” residential properties.

### Statistical Summary

	Monthly Totals	Year to Date	Last Year to Date
Food Establishment Inspections	22	221	199
Food Establishment Reinspections	4	28	25
Other Routine Inspections	1	16	18
New Complaints Received	19	87	52
➤ Complaint investigation made	24	90	61
➤ Notice of Violation issued by Public Health Coordinator	3	17	15
➤ Legal Order issued by Director of Health	0	2	0
➤ Complaint compliance recorded	18	67	32

## **HUMAN SERVICES**

- Warm Hearts, Warm Hands collaborated with John Paterson and Anna Reynolds Elementary Schools to raise money for the Food Bank and the Special Needs Fund.
- The Newington Post Office also held a food collection during the month.
- The Department submitted the annual Youth Service Bureau grant to the State Department of Education.
- The department is developing a one-year plan as part of the Town strategic planning process.
- Director Ken Freidenberg, Superintendent of Parks and Recreation Wendy Rubin and Director of Senior and Disabled Center Dianne Stone attended a workshop on the National Parks’ “Step up to Health” community model. They also attended a community inclusion meeting on the Connecticut Asset Development Network.
- Director Freidenberg met with a group of parents to assist in setting up a bowling league for children with disabilities. The program will be modeled after Challenger baseball and will be co-sponsored with Parks and Recreation.

- Positive Youth Development activities included the following:
  - Over 380 students and teachers participated on the Adventure Challenge Ropes Course as part of a new Eighth Grade Challenge Program. The program simulates the transition from middle school to high school through a variety of problem-solving and decision-making initiatives.
  - The ninth cycle of ROPE was completed at both middle schools.
  - SCORE after school programs included Horseback Riding, Fashion Design and Riverwalking.
  - Summer Youth Adventure registrations are being accepted with a deadline of June 10.
  - The Newington High School Adventure Club traveled to the Maine/New Hampshire border, camped and climbed the third highest peak in Maine, "Old Speck."
  - A total of 438 youth participated in youth programs and activities.
- The Youth and Family Counseling Program received 22 new referrals bringing the active caseload to 46 with 14 inactive and four closed cases. 76 therapy sessions were provided and 121 contacts made with families and other agencies.
- The Juvenile Review Board reviewed two cases during the month.
- Social Casework was provided to 64 active cases with 18 new referrals. Food Bank, Clothing Closet and Special Need Fund requests remained constant.

### May 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	46	53	213	222
Positive Youth Development	438	226	3,561	2,267
Youth Works (Job Bank)	7	6	61	73
Information and Referral	*133	*129	*1,349	1,587
Social Casework Cases Under 55 = 30 Over 55 = 34	*64	*81	*227	308
Food Bank Participants	92	83	945	976
Special Needs	17	25	141	142

*\*Transfer of Social Worker I to Senior and Disabled Center is reflected in reduced statistics for 2004-05.*

### **SENIOR AND DISABLED CENTER**

- Older Americans Month was celebrated throughout May at the Senior and Disabled Center
- The Center's Annual Volunteer Recognition Dinner was held on May 6<sup>th</sup> with more than 100 of the Center's 140 volunteers in attendance. Several members of the Commission on Aging and Disability, Town Council and Representative Sandy Nafis also enjoyed the dinner, served by Marian Amodeo, Bob Cosgrove, Wendy Rubin, Paul Fetherston and Senior and Disabled Center staff.
- Wall of Honor inductees for 2005 were Meals on Wheels volunteers with more than 10 years of service. This group included Don and Charlotte Buckingham, Dino Nucci, Ted and Regina Randich and George and Sandy Sampson.
- National Senior Center week was celebrated with an Open House on May 12<sup>th</sup>. Featuring free blood pressure, blood sugar, fall prevention and memory screenings as well as demonstrations of several programs, 'ask the social worker' and refreshments, the event was attended by about 100 people.
- Two screenings were offered this month - Dr. Babcock with his semiannual skin cancer screening and vision screenings provided by two physicians from UConn Health Center.
- Director Dianne Stone was elected President of the Connecticut Association of Senior Center Personnel (CASCP), the statewide professional association for senior centers, at their annual meeting in May.
- The Senior and Disabled Center was honored with an outstanding program award by CASCP. The award, in the area of promotion, was for an article written by Director Stone for CPTV's companion magazine to their series 'Seniors: Living a Quality Life.'

- Senior and Disabled Center staff is preparing for the implementation of the changes to Medicare that will take effect in January. These changes, including the new Medicare Part D that will provide prescription drug coverage, are the most significant developments in Medicare since its inception. Center and Human Services staff met with Pat Serafin of the Social Security Administration regarding their role in the applications for premium assistance for individuals with low income.
- The renovations to the social service area are complete and awaiting a final walk through.
- The Center currently has 3,400 members with 10 new members this month.
- Dial-A-Ride participated in the annual Memorial Day parade with eight passengers on board.
- The Town of Newington hosted a regional meeting of the Real Choice Systems Change program at the Senior and Disabled Center. The focus of this program is to enhance the inclusion of people with disabilities in communities.

<b>Dial-A-Ride</b>		<b>Wellness Clinic</b>		<b>Senior Café</b>
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Trips	Miles	On-site	Off-site	Meals Served
1,791	4,396	174	17	1,121

<b>Project Homeshare</b>				
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	Current Matches	Providers	Seekers	Counseling Calls
Newington	4	8	4	7
Other Comm.	6	39	69	43

## **PARKS AND RECREATION**

### **Administration**

- Mortensen Community Center renovations continue with carpeting and exterior doors to be replaced in June.
- The hiring process for Groundskeeper I continued with 18 people sitting for the test. The interviews for the Kellogg-Eddy Caretaker were conducted with help from the Historical Society. Summer job interviews are on-going.
- Superintendent of Parks and Recreation Wendy Rubin was involved with the Parks & Grounds Division in several projects including installation of guard rails and new playground signs for Our Children's Place. Additional fencing, signage, and video surveillance are all on-going projects.
- Superintendent Rubin continued to address resident concerns regarding drainage issues at IHCC and Mill Pond Park and engaged the help of the Town Engineer.
- Recreation Supervisor Kristine Kravontka attended the monthly meeting of the CRPA conference planning and marketing committees. She will be presenting a seminar on field trips for summer playgrounds in November at the Annual Conference.
- The Board of Parks & Recreation has updated the Park Rules and developed guidelines for closing sports fields in inclement weather.

### **Recreation**

- Plans for the Extravaganza are underway.
- The 2005 Summer Program Brochure was sent to all Town schools and e-mailed to 1,500 residents during the first week of May. 250 different programs, sessions and classes will be provided for the Newington community during the summer of 2005.
- There were over 100 applicants for a limited number of positions for the Summer Playground Program.
- The 7th Annual Golf Outing was held on May 9<sup>th</sup> at the Indian Hill Country Club with 133 golfers participating.

- The registration deadline for Summer Playground was May 27 with 238 participants, down 433 from last season.
- The Preschool Creative Playtime Program completed the school year with the graduation of 100 children. Family and friends of the graduates attended the graduation ceremony. Other graduation week activities included a musical presentation, Mother's Day Tea Party and an Art Show.
- Recreation Supervisors Sean Dwyer and Kristine Kravotka attended CIRMA training to become certified to train staff in blood borne pathogens and hazardous materials.
- Summer Musical Workshop (grades 4-12) held its auditions for this year's performance of 'Abracadabra.'
- The Teen Center held a special event with temporary tattoo artists and approximately 75 participants.
- The Indoor Pool spring session concluded. The Learn to Swim Program had over 70 children in the spring session. Preparations were undertaken for the opening of the Outdoor Pools on June 27<sup>th</sup>.
- The Men's and Women's Adult Softball Leagues began play on May 9.

### **Parks, Grounds and Cemeteries**

- Installation of eight soft surface courts at the Mill Pond tennis court was completed.
- The bocce and horseshoe area at Churchill Park was completed, curbing installed by the Highway Department, and stone and mulch emplaced to control erosion.
- Numerous flower beds and planting pots were prepared and mulched for use by the volunteer flower group.
- Street flags and seasonal banners were installed and removed when necessary.
- Community gardens were prepared for over 130 gardeners.
- A number of wind incidents led to removal or cleanup of six trees in town by Town staff. Three removals were conducted by contract.
- An application was submitted to the Department of Environmental Protection for weed treatment of Churchill Park Pond.
- There were five interments in Town cemeteries during the month of May. Fifteen veteran's markers were installed.

### **LIBRARY**

- The *One Book 4 Towns* project came to an end as an audience of 150 people was treated to a visit by author Tracy Kidder at Newington High School on May 18<sup>th</sup>. The evening was the culmination of two months of book discussions, related programs, and a bus trip to Northampton, MA, the setting for the selected title, Home Town.
- Other programs of interest to adults this month included *Our Towns*, *Our History* presented by State Archaeologist and Newington resident Nick Bellatoni, an informational program on on-line dating, and a travelogue by Library Director Marian Amodeo on her recent trip to Southeast Asia. Ten programs were attended by 669 people.
- The ninth annual Newington Library 5K Challenge road race was held on a rainy Sunday morning; 200 runners and walkers braved the wet and uncomfortable weather to complete the course.
- On May 24<sup>th</sup> the library partnered with the Newington Post Office to hold its first Passport Night. Over 25 people made advance reservations to come by so their passport applications could be processed. Post Office staff was on hand to help them through each step.
- 1,870 children and their caregivers attended 63 programs. Regular in-library story-based programs, outreach to area daycare centers, and programs in the schools for Newington students were ongoing. Preparations for summer reading activities were completed as well.
- Two staff members attended a webinar (a live presentation on the Internet) offered by the Overdrive Company. Overdrive sells downloadable audio books to libraries. If the library subscribed to this service, patrons would have the ability to burn the audio book to a CD while they have it "checked out" to themselves.
- Topics of note that were researched this month included:
  - How to determine the atomic weight of an atom.
  - The qualifications for the renter's rebate program.
  - How to care for a grapevine.

- History of Anna Reynolds.
- Video on sickle cell anemia.
- All use statistics for the month of May were high. Use of the library's homepage was 7,883 (+37%); 2,005 people used the Internet computers in the library; 16,124 online searches were conducted by patrons and staff using library reference resources. Circulation of materials saw a 2% increase, as 32,860 items were borrowed; approximately 800 people entered the library each day; 4,802 reference questions were answered and 1,200 items were processed and added to the collection.
- New online resources added were Auto Repair Reference Center and Prices for Antiques.
- The library completed its Sunday schedule for the year on the third Sunday in May.

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