

# Guide to City Government 2004-2005

**City of Torrington, CT**  
140 Main Street  
Torrington CT 06790  
860.489.2236  
[www.torringtonct.org](http://www.torringtonct.org)

### **Adult Education**

Foothills Adult and Continuing Education provides a variety of classes for Torrington residents. For a class schedule, call 1-800-300-6781.

### **Board of Education**

The administrative offices of the Board of Education are located at 355 Migeon Avenue. The nine-member board sets policy for the public schools and meets the first and third Wednesday of the month. Call 489-2327, or visit [www.torrington.org](http://www.torrington.org)

### **Boards and Commissions**

Torrington has approximately 23 Boards and Commissions. Agendas are posted on the public bulletin board outside of Council Chambers and the City Clerk's office. You may also get the information from the City Clerk's Office or at [www.torringtonct.org](http://www.torringtonct.org)

### **Budget – City and School**

The budget (July 1 through June 30) document is available at the City Clerks' Office, the Comptroller's Office, at the Board of Education, and at [www.torringtonct.org](http://www.torringtonct.org)

### **Building Permits**

If you are a property owner or tenant, you are responsible for obtaining permits and inspections as required. Contact the Building Department at 489-2244.

### **Business Assistance**

For information on starting, growing or relocating your business in Torrington, contact the Office of Economic Development at 496-5920 or visit [www.torringtonct.org](http://www.torringtonct.org). In addition, Northwest Connecticut's Chamber serves members in the 20-town Litchfield Hills Region. The Chamber is located at 333 Kennedy Drive and can be reached at 482-6586 or [www.northwestchamber.org](http://www.northwestchamber.org)

### **Bus Transportation**

The Northwest Transit District serves Torrington through its door-to-door Dial-A-Ride service and a fixed route Candy Striper Bus System. Bus schedules are available at 489-2535.

### **Cable TV**

Call 567-3103

### **Call-before-you-dig**

Before digging a hole or excavating on private or public property, call 1-800-922-4455 for the location of underground utilities.

### **Chamber of Commerce**

Northwest Connecticut's Chamber serves members in the 20-town Litchfield Hills Region. The Chamber is located at 333 Kennedy Drive and can be reached at 482-6586 or [www.northwestchamber.org](http://www.northwestchamber.org)

### **City Council**

The Board of Councilmen (commonly referred to as the City Council) is the Legislative Board of the City. The six members of the Board and the Mayor, who serves as the Chairman, supervise all departments and employees of the City. The City Council holds its regular meetings on the first and third Mondays of the month at 6:30 PM in the Council Chambers. Agendas and minutes are posted outside the City Clerk's Office, and are available at [www.torringtonct.org](http://www.torringtonct.org)

### **City Hall**

Torrington City Hall is located at 140 Main Street in Downtown Torrington. City Hall is open to the public from 8:30 AM to 4:00 PM Monday through Wednesday, 8:30 AM to 6:30 PM on Thursday and 8:30 AM to 12:30 PM on Friday.

### **Coe Park**

Coe Park and the Coe Park Civic Center are located on the green, in the heart of downtown. Coe Park is the site of Summer Concerts-on-the-Green (June-August) and Heritage Days. Among other events, Coe Park Civic Center is home to craft fairs and is used as a general meeting place. For more information, please call the Coe Park Civic Center at 489-2275.

### **Crime Watch**

The Crime Watch Neighborhood Program assists police in establishing safe neighborhoods by preventing crime and reporting suspicious acts to police. This program can be referred to as the "eyes and ears" of the police department. To establish a crime watch program in your neighborhood, please call 489-2014.

### **Day Care Providers**

For information on licensed daycare providers, call the State of Connecticut/ United Way Info Line at 211.

### **Dial-a-Ride**

The North West Transit District's DIAL-A-RIDE service provides door-to-door transportation for any person in the 16 towns it serves for travel to and from nutrition programs, doctor and medical appointments, shopping, and for other social and personal purposes. Group excursions may also be arranged. DIAL-A-RIDE operates Monday through Friday. Prior day advance reservations are required by calling 1-866-906-RIDE.

### **Dog Licenses**

Every dog over six months of age must be licensed annually. The license is valid from June through the following May and can be obtained at the City Clerk's Office. Proof of a valid rabies shot must be provided before a license will be issued. A license is \$8.00 with proof of spaying or neutering and \$19.00 for all others. There is a penalty of \$1.00 per month for delinquent dog licenses after July of each year. Call 489-2236

### **Dog Pound/ Dog Warden**

The Dog Pound is located at Bogue Road in Harwinton, CT. To claim your lost dog or to adopt a dog, call 485-9165.

### **Elections**

Elections are held on the Tuesday after the first Monday in November. Municipal elections take place in odd-numbered years; state elections in even-numbered years and Presidential elections take place every four years. Call the Registrars of Voters at 489-2226 or 489-2227. Absentee ballots can be obtained by calling the City Clerk's office at 489-2236.

### **Electric**

**Northeast Utilities.** Call 1-800-286-2000.

### **Electronic Notification**

You can receive up-to-date Email notification concerning certain Torrington city government activities by going to [www.torringtonct.org/subscriber.shtml](http://www.torringtonct.org/subscriber.shtml).

### **Fire Department**

The Torrington Fire Department is located at 111 Water Street and has a substation located in the North End at 899 Main Street. In addition, Torrington has three volunteer departments, in Torrington, Burrville and Drakeville. Volunteer companies assist in providing coverage throughout the City. For more information about volunteering, please call 482-5076.

### **Food Bank**

The Friendly Hands Food Bank is located at 50 King Street. Call 482-3338.

### **Fuel Assistance**

Home heating assistance is available to income-eligible residents. Call 489-3858.

### **Gas**

**Yankee Gas Company.** Call 1-800-989-0900

### **Handicapped Parking Permits**

Applications are available at the Torrington Police Department or any office of the Connecticut T. Motor Vehicle Department.

### **Hospital**

The Charlotte Hungerford Hospital is a 109-bed acute care facility. A variety of healthcare services are offered at 540 Litchfield Street. Charlotte Hungerford also has a diagnostic center at 220 Kennedy Drive. Call 496-6666 or visit [www.charlottesweb.hungerford.org](http://www.charlottesweb.hungerford.org)

### **Housing Authority**

The Torrington Housing Authority is located at the Torrington Towers at 110 Prospect Street. The Authority provides public housing for approximately 430 elderly and disabled persons. Call 482-3581.

### **Jobs – Working Papers for Torrington Teenagers**

Torrington teens may obtain working papers at the Torrington High School's main office at Major Besse Drive.

### **Justices of the Peace**

A list of Torrington Justices of the Peace, who normally perform marriages, is available at the City Clerk's Office.

### **Land and Other Records**

Torrington's real estate records, maps, vital statistics, election records, and various other records are maintained in the City Clerk's Office.

### **Library**

The Torrington Library is located at 12 Daycoeton Place. Library hours are Monday, Tuesday and Friday from 10:00 AM to 6:00 PM, Wednesday and Thursday from 10:00 AM to 8:00 PM, and Saturday 10:00 AM to 3:00 PM. Information about library programs can be found at [www.torringtonlibrary.org](http://www.torringtonlibrary.org)

### **Licenses**

Sporting licenses (fishing, hunting, and trapping) are available at the City Clerk's Office or at K-Mart, WalMart, and Outdoor Traders.

### **Mailbox Damage Policy**

All claims for mailbox damage due to direct contact with a City of Torrington snowplow should be called into the Street Department at 489-2352. The Public Works Policy on Damaged Mailboxes can be viewed at [www.torringtonct.org](http://www.torringtonct.org)

### **Marriage Licenses**

Both the bride and groom must appear to sign their marriage certificate at the City Clerk's Office. The license fee is \$30.00. A marriage worksheet is available on the web site at [www.torringtonct.org](http://www.torringtonct.org).

### **Meals-on-Wheels**

Meals are delivered to the home of seniors not able to prepare their own meals or access a Congregate Meal Site. The drivers of the Meals-on-Wheels are a daily contact to make certain our homebound seniors are safe and secure. The driver brings a hot lunch and a cold meal for the evening. In addition, the Special Diet Meals-on-Wheels meets the unique nutrition requirements of disabled and elderly residents of Torrington. Call 489-2221.

### **Medical Center**

The Northwest Connecticut Medical Walk-In Center at 1598 East Main Street offers urgent medical care seven days per week. No appointment is necessary. The Center is open from Monday through Friday 8:00 AM to 7:30 PM, Saturday 8:00 AM to 3:30 PM and Sunday 9:00 AM to 12:30 PM. Call 489-8444.

### **Municipal Parking Lots**

Information on the maintenance of city parking lots can be obtained by calling 489-2206. For information on monthly parking permits, contact the Traffic Division at 489-2019.

### **Notary Public**

Registered public notaries are available at City Hall at the City Clerk's Office, Planning and Zoning, and the Transit Authority.

### **Parks, Trails and Recreational Facilities**

Torrington Parks and Recreation Department maintains more than twenty-three parks and playgrounds on more than 500. They include Alvord Park with 28 acres of sports fields and walking trails. Others include Besse Pond, which has a swimming pool, fishing pond, ice-skating as well as a children's playscape. Charlene Besse Park has 100 acres of natural vistas with walking and hiking trails. The city also has the very well known Carl Bozenski Christmas Village, which occupies 16 acres of property located near the center of Torrington and is a winter wonderland for three weeks in December for children and adults. The Parks and Recreation Department offers a diversified agenda of sports and recreation. A list of the programs can be found at [www.torringtonct.org](http://www.torringtonct.org)

### **Parking Bans**

Parking on city streets is banned between the hours of midnight to 7:00 AM from November 1 through April 1.

### **Parking Tickets**

Parking ticket payments may be mailed or paid in person at the Torrington Police Department at 567 Main Street. To question or protest a parking ticket, call 489-2000.

### **Planning and Zoning**

The Land Use Office is the coordination point for all activities in town that pertain to or affect the land use within the City of Torrington. Regulations and permits are available at [www.torringtonct.org](http://www.torringtonct.org). Call 489-2221. The Planning & Zoning Commission meets at 7:00 PM on the second and fourth Wednesday of the month; the Inland Wetlands Commission meets at 7:30 PM on the third Tuesday of the month.

### **Poison Control Center**

Contact the Connecticut Emergency Poison Control center at 1-800-222-1222.

### **Police Records**

Torrington Police Department's Records Division maintains all of the department's records, including accident investigations and investigative reports. The Records Division is open Monday through Friday from 8:00 AM through 4:00 PM.

### **Post Office**

The Torrington Post Office is located at 185 East Elm Street and is open from 8:00 AM to 5:00 PM Monday through Friday and 8:00 AM to 12:30 PM on Saturday. Call 489-0438.

### **Recreation**

The Torrington Parks & Recreation Department offers diverse cultural community and special event activities year round. The Department is located at the Torrington Armory at 153 South Main Street. An updated list of programs can be found at [www.torringtonct.org](http://www.torringtonct.org). Call 489-2274.

### **Recycling**

Curbside service for recyclable glass, metal, food and beverage containers, newspapers, magazines, corrugated cardboard and plastic is free to all Torrington residents. Drop-off service at the Torrington Area Water Pollution Control Facility is available for clean car and truck motor oil and automotive batteries. The Facility is located at Bogue Road in Harwinton, and is open Monday-Friday from 7:00 AM to 2:00 PM. For more information about the Household Hazardous Waste Days, Christmas Tree Pickup, and spring or fall yard waste pickup, call 489-2232.

### **Sand & Salt**

The City places sand and salt piles for residential use during the winter months at 107 Arthur Street.

### **Senior Center**

The Sullivan Senior Center, located at 88 East Albert Avenue, is open from 8:00 AM to 5:00 PM, Monday through Friday and on evenings and weekends for special activities. A wide variety of social, nutritional, educational and support services is offered. Call 489-2211.

### **Sewers**

**Water Pollution Authority.** Call 485-9186

### **Street Lights**

Report problems with a street lights 24 hours a day by calling 496-5908.

### **Tax Assessment**

Online tax assessment data for Torrington properties is available online at [www.visionappraisal.com](http://www.visionappraisal.com)

### **Tax Relief**

Several assessment exemptions and benefits are available to qualified taxpayers. For information, call the Assessor's Office at 489-2222.

### **Telephone**

**SBC Repair.** Call 611.

### **Traffic Signals**

To report a malfunctioning traffic signal call the Police Department's Traffic Unit at 489-2019

### **Trash Collection**

The City of Torrington provides weekly, automated refuse collection to residential properties. For a garbage collection schedule by street address, visit [www.torringtonct.org](http://www.torringtonct.org). Commercial property owners should contract with a private trash service. Contact Waste Management at 379-6885 or 485-9191.

### **Vitals**

Copies of birth, death and marriage records can be obtained at the City Clerk's office. To download the forms from the City's website, go to [www.torringtonct.org](http://www.torringtonct.org).

### **Veteran's Services**

The Veteran's Service Office, located in the Coe Park Civic Center at 101 Litchfield Street, provides services "from the cradle to the grave" for eligible military veterans and their families. Temporary financial assistance is available through the Soldiers' Sailors and Marines Fund for eligible veterans and their families. Ombudsman type assistance is provided to complete necessary forms that cover VA Medical Insurance, burials, counseling services, awards and decorations, etc. Final Honors military funeral squads are available for eligible veterans with services provided within the State of Connecticut. For information, call 489-2531.

### **Voting Districts**

The City of Torrington is split between the 64th and 65th State Assembly Districts, the 8th and 30th State Senatorial Districts, and the 1st and 5th Congressional Districts. For more information, call the Democratic Registrar of Voters at 489-2226 or the Republican Registrar of Voters at 489-2227.

### **Voter Registration**

Voter registration cards are available at City Hall, the Library, and the Connecticut Department of Motor Vehicles. The card can be mailed in or dropped off to the Registrar of Voters Office at City Hall. The form can also be downloaded from [www.torringtonct.org](http://www.torringtonct.org)

### **Water**

**Torrington Water Company.** Call 489-4189

## City of Torrington

Absentee Ballots	489-2236	Police Emergency	911
Ambulance (non-emergency)	482-3366	Police Records	489-2020
Assessor	489-2222	Police Athletic League	489-2014
Birth Certificates	489-2236	Post Office	489-0438
Board of Education	489-2327	Potholes	489-2332
City Council	482-2239	Private Wells	489-0436
City Clerk	489-2236	Probate Court	489-2216
Community Development	496-5920	Property Records	489-2236
Death Certificates	489-2236	Recreation	489-2274
Dial-A-Ride	866-906-RIDE	Recreation Info Line	489-2270
Dog Licenses	489-2236	Recycling	489-2232
Dog Warden	485-9165	Registrar of Voters	489-2227, 489-2226
Economic Development	496-5920	Roads	489-2332
Electrical Permits	489-2242	<b>Schools</b>	
Engineering	489-2234	East School	489-2303
Finance	489-2204	Forbes School	489-2500
Fire Emergency	911	Vogel-Wetmore School	489-2570
Fire (routine calls)	489-2255	Southeast School	489-2298
Fire Marshal (non emergency)	489-2534	Southwest School	489-2311
Fish	482-3700	Torrington High School	489-2300
Flu Clinics	489-0436	Torrington Middle School	489-2294
Food Bank	482-3338	Senior Center	489-4050
Fuel Assistance	489-3858	Soup Kitchen	489-2211
Health	489-0436	Sidewalk Inspections	482-0130
Historian	482-8752	Snow Plowing	489-2242
Housing Authority	482-3581	State Police	489-2332
Human Services	489-2394	Street Lighting	489-3595
Internet – City	<a href="http://www.torringtonct.org">www.torringtonct.org</a>	Street Maintenance	496-5908
Internet – Schools	<a href="http://www.torrington.org">www.torrington.org</a>	Street Signs	489-2332
Leaf Collection	489-2232	Swimming Pools	489-2332
Library – Main Desk	489-6684	Tax Collector	489-2275
Library - Reference Desk	489-6684	Traffic	489-2209
Library – Children’s Library	489-6684	Veterans’ Services	489-2019
Marriage Licenses	489-2236	Voter Registration	489-2531
Mayor	489-2228		489-2227
Meals-On-Wheels	489-2221		
Mosquitoes	489-0436		
Noise Complaints	489-2000		
Park Reservations	489-2275		
Parking Meters	489-2206		
Planning & Zoning	489-2221		
Plumbing Inspections	489-2242		

**City of Torrington, CT**

140 Main Street

Torrington CT 06790

860.489.2236

[www.torringtonct.org](http://www.torringtonct.org)