



John Salomone
Town Manager

TOWN OF NEWINGTON

131 CEDAR STREET
NEWINGTON, CONNECTICUT 06111

OFFICE OF THE TOWN MANAGER

MEMORANDUM

To: Newington Town Council
From: John Salomone, Town Manager
Date: January 23, 2015
Re: Monthly Report – December 2014

GENERAL ADMINISTRATION

- Town Manager John Salomone attended various CROCOG, MidState and CCM meetings.
- Mr. Salomone attended meetings for various projects related to the Town of Newington including Town Hall renovations, demolition of the former National Welding building and social media.
- Mr. Salomone met with the Public Works team to discuss various matters.
- Mr. Salomone met with various organizations such as the MDC and Newington Volunteer Ambulance to discuss issues pertaining to the Town.
- Mr. Salomone met with various departments regarding CIP requests for the upcoming fiscal year.
- Mr. Salomone met with residents & area business owners to address issues & concerns as needed.
- Mr. Salomone met with staff, union and legal representatives regarding personnel issues.

Legal Services

The legal amounts for the December monthly report are as follows:

Rome (Modern Tire/Firestone) - \$54,162.16

Murtha (Toll Bros) \$15,198.20

Overtime

Paid overtime during the month of December 2014 was as follows: Note that overtime costs include all instances and may be charged to non-operating budgets (i.e. road projects).

HIGHWAY DEPARTMENT	Overtime Hours	Cost
VEHICLES AND EQUIPMENT	72.1	\$ 3,363.15
WEEKEND STAND-BY AND CALL-IN	16.0	\$ 789.60
ROAD MAINTENANCE	12.0	\$ 713.44
TRAFFIC DIVISION		
LEAF COLLECTION (INCLUDES SEASONAL)	116.5	\$ 4,515.11
SNOW	103.4	\$ 5,259.31
TOTALS	320.0	\$ 14,640.61
PARKS AND GROUNDS DIVISION	Overtime Hours	Cost
Cemetery	30.0	\$ 1,550.00
Snow/Ice	204.0	\$ 11,548.00

Leaves	20.0	\$ 776.00
TOTALS	254.0	\$ 13,874.00

POLICE DEPARTMENT	14-15 Budget Overtime Appr.	Overtime Expended 14-15 YTD	13-14 Budget Overtime Appr.	Overtime Expended 13-14 YTD
Administration	\$ 7,059.00	\$ 858.52	\$ 6,734.00	\$ 775.55
Patrol	607,287.00	318,144.93	641,951.00	309,657.79
Investigation	79,169.00	30,811.18	77,883.00	22,295.04
Communication	161,160.00	93,250.40	118,117.00	39,167.75
Education/Training	117,276.00	52,407.73	121,801.00	22,056.80
Support Services	34,189.00	21,474.27	39,878.00	13,106.95
Animal Control	5,546.00	0.00	5,546.00	0.00
Total	\$ 1,011,686.00	\$ 516,947.33	\$ 1,011,910.00	\$ 407,059.88
HIGHWAY DEPARTMENT				
Highway Operations	\$ 29,622.00	\$ 14,844.14	\$ 29,225.00	\$ 13,143.37
Snow and Ice Control	145,534.00	8,580.33	137,119.00	65,329.75
Traffic	4,665.00	1,051.19	5,684.00	1,398.00
Vehicles and Equipment	29,363.00	20,683.73	28,981.00	13,260.58
Leaf Collection	50,000.00	38,808.10	55,937.00	37,720.33
Total	\$ 259,184.00	\$ 83,967.49	\$ 256,946.00	\$ 130,852.03
PARKS AND GROUNDS				
Parks and Grounds	\$ 75,588.00	\$ 48,162.40	\$ 91,968.00	\$ 66,088.46
Cemeteries	18,007.00	7,214.51	16,971.00	7,862.59
Total	\$ 93,595.00	\$ 55,376.91	\$ 108,939.00	\$ 73,951.05

PERSONNEL

- Chief of Police Richard Mulhall retired effective December 26, 2014. Lt. Nick Miano has been named Acting Chief until a replacement is appointed.
- An internal posting for the vacant Librarian I position was posted to the union from December 1 – 5, 2014. No internal applications were received. The job will be posted to the public at a later date.
- Librarian III, Shirlee Ann Kober, announced her intent to retire from the Lucy Robbins Welles Library in January, 2015.
- An internal posting for the Librarian III position was posted to the union from December 1 – 5, 2014. Three internal applications were received. The applicants proceeded through the promotional process in December, with a promotional decision expected in early January.

RISK MANAGEMENT

2014-15 Blue Cross/Blue Shield Plan Year

The fifth month of the 2014-15 plan year produced a combined paid claim total that was lower than those estimates that were developed at renewal. The monthly claims for the 2014-15 plan year were estimated at \$848,980. The total paid claims from the Health Benefits Fund for November 2014 were \$724,133. It should be noted that claims for retired participants are charged to the OPEB. The breakdown for the active participants for Town and Board of Education is as follows:

	<u>Cumulative Claims through November, 2014</u>		
	Town	Board of Education	Total
Estimated Claims	842,715	3,402,185	4,244,900
Actual Claims	764,928	3,044,706	3,809,634

FACILITIES MANAGEMENT

- The Facilities Director attended the Town Hall Building Committee meetings and the Public Works Team meeting during the month of December.

- The Facilities Director continues to meet with Energy Consultant Company's on finding ways to improve the energy efficiencies of all town owned buildings which would lead to greater cost savings, and enhancing our bottom line.

Work Order Completions

- The Facilities Department has completed 51 formal work orders during the month of December at the various Town Buildings.

Library

- Work has started on upgrading the Energy Management System that controls all the Heating Cooling & Ventilation of the building that will result in significant savings on the Utilities cost on running the Library.

Volunteer Ambulance Building

- The Facilities Director met with Tremco Inc. (Roofing Consultant) and inspected determined that the roof leaks have been repaired and the sky lights will be removed when the weather warms up.

Fire Company #1

- Work has been completed on the interior & exterior lighting upgrade by WorldEnergy in conjunction with CL&P that will produce an estimated yearly electricity cost savings of \$6400.00. This project will continue to provide savings long after the 5 year payback period has passed. WorldEnergy is also still looking to incorporate the replacement of the boiler for additional energy savings.

Chapel Addition

- Work has started on the Chapel Addition and the foundation is complete and the water, sewer & electrical runs have been made and will be finished when the weather warms up. Steve Tofeldt of Parks & Grounds has been very instrumental on running the excavation and working with the contractors.

INFORMATION TECHNOLOGY

- The Town's Information Technology team consists of Mr. Paul G. Boutot, Chief Information Officer, Mr. John Bolduc, Network Administrator/ Project Leader, Mr. Scott Hoagland and Mr. Steve Pollock, Network/ Application Specialists, and Mr. Thad Dymkowski, GIS Technician. During the course of the month they participated, assisted and/or were directly involved in one or more of the following:
 - Completing 123 help desk work orders.
 - Updating Information Technology's project schedule.
 - Troubleshooting Unitrends backup issues.
 - Setting up and configuring new virtual servers for Geographic Information Services and the Town's financial application.
 - Updating all client workstations and servers with Microsoft Windows updates.
 - Providing the Board of Education with GIS data layers to assist them with bus pickup and route planning.
 - Computer workstation deployments within the police department and library.
 - Providing GIS mapping data for the Town's Highway Department (Road Construction Schedule Planning), Engineering Department (Projects), Senior and Disabled Center (Update Packet), Metropolitan Water District and Town Planning and Zoning.
 - Troubleshooting computer aided dispatch (CAD) issues with KT International the police departments software vendor.
 - Completing the required testing, setup and upgrades to the town's Citrix environment.
 - Preparing and submitting the departments operating and capital improvement program budgets for fiscal year 2015-2016.
 - Upgrading Single Sign On agents used on the town's domain controllers and remote access servers.
 - Automating the deployment of departmental software applications via policies.
 - Setting up label and receipt printers at the library.
 - Recovering non-functioning computer hardware responsible for door access controls at the Police Department.
 - Automating processes to handle daily uploads of NCIC hot list files to the regional license plate reader system.
 - Imaging laptops for library RFID project.
 - Troubleshooting firewall and network issues related to various applications.
 - Working with Verizon Wireless to setup and configure a virtual private network to accommodate public safety modems.

FINANCE

Accounting and Administration

- The audit for the fiscal year ending June 30, 2014 was completed allowing the Comprehensive Annual Financial Report (CAFR), State and Federal Single Audits to be filed by the December 31st deadline.
- Department Capital Improvement Project requests were analyzed and reviewed with department heads and the Town Manager during the month.
- Ms. Harter, Director of Finance, and Lisa Rydecki, Deputy Finance Director prepared analysis for the CIP Committee meeting which they attended on December 18th.

Major grants received during the month include the first installment of the Pequot Grant in the amount of \$84,929 and the Elderly Circuit Breaker in the amount of \$273,014. 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)
12/31/2014

	<u>Interest Earnings</u>		<u>\$ Invested</u>
	<u>Budget FY2014-15</u>	<u>Actual Year to Date</u>	
General Fund	\$46,350	34,262	\$18,392,514
Special Revenue Funds	5,000	3,313	3,993,579
Capital Projects Funds	800	778	1,029,261
Internal Service Fund	2,400	1,363	2,786,983
Trust and Agency Funds	2,400	1,405	978,199
TOTAL, ESTIMATED BY FUND			\$27,180,536

INVESTMENTS, BY INSTITUTION TYPE
(Unaudited)
12/31/2014

	<u>Interest %</u>		<u>Interest \$</u>		<u>\$ Invested</u>
	<u>Current Month</u>	<u>Last Month</u>	<u>Current Month</u>	<u>Last Month</u>	
STIF	0.14	0.14	904	1,056	\$6,463,918
CLASS PLUS	0.01	0.01	6	7	1,072,587
Bank North	0.20	0.20	90	88	529,975
People's Bank	0.32	0.32	1,000	1,986	7,551,576
Santander Bank	0.30	0.30	287	228	1,543,322
Farmington Bank	0.40	0.40	2,674	2,382	10,019,158
Total Outstanding Investments					\$27,180,536

Rates reflect avg. monthly yield, annualized

Assessor

- The office will be involved in this process of compiling the October 1, 2014 grand list right up to January 31, 2015. The process included the items listed below:
 - Real estate deeds were read and entered in the computer assisted mass appraisal system through the middle of December. The real estate portion of the grand list was substantially completed.
 - There are 1,450 personal property accounts and approximately 1,100 filed a declaration as required by Connecticut state law. The Assessor's office processed those during the month. There were 350 accounts that failed to file as required by law and we processed 300 of those files. The remaining 50 files left will be assessed in January.
 - The regular October 1, 2014 motor vehicle list was received from the CT Motor Vehicle Department in December. Vehicles were priced and entered into the data base. Exemptions

will be applied and transfers to other towns of vehicles that were incorrectly sent to Newington will occur in January.

- The October 1, 2013 supplemental motor vehicle list was completed and delivered to the Tax Collector. Tax bills for those accounts were sent out by the Collector.
- Bids from four companies were received in response to the request for proposal for the October 1, 2015 revaluation. This process will be reviewed with the Town Council in January and a company selected to implement that revaluation.

Revenue Collector

- Collections for December on the 2013 Grand List amounted to \$8,770,767. The Supplemental Motor Vehicle collections equaled \$33,143 and \$83,312 was collected for back taxes.
- December's collection rate is 1.2% higher than the same time last year.
- Legal Notices were published for the Supplemental Motor Vehicles, Real Estate and Personal Property tax bills.
- Open balances for second installment tax bills on Real Estate and Personal Property accounts were mailed early in December. Additionally, Supplemental Motor Vehicle tax bills were mailed to 4,654 taxpayers.
- Tax Office staff is processing all payments in-house.

TOWN CLERK

- There were 502 documents filed on the land records during December.
- There were 64 transfers for a total of \$11,508,450. State conveyance tax collected was \$103,375.88 and \$28,771.12 was collected in Town conveyance tax.
- Two commercial properties were sold in December:
 - 3298-3000 Berlin Turnpike was purchased by Autozone Northeast, LLC for \$1.025 million from Richard Uterstaedt.
 - 385 Stamm Road was sold by RSD Real Estate, Inc for \$1.575 million to RPG Stamm, LLC.
- Three residential properties each sold for over \$300,000.
- Fourteen Foreclosure Registrations were filed during the month.
- The office recorded 157 mortgages, 47 liens, 159 releases and 24 probate documents.
- Staff issued 93 certified copies of vital records & catalogued 12 burial permits & six cremation permits.
- The office catalogued three liquor permits, ten Trade Name certificates and four Notary Public commissions.
- The office processed 34 electronically recorded documents and filed during December for a total of \$4,507 in revenue.
- Town Clerk worked with the Finance Department to develop a workable system to accurately report the monthly breakdown of the fees collected from e-Recorded documents.
- Monthly copy revenue totaled \$1,998 including \$786 from the Connecticut Clerks online portal.
- All board and commission appointments/resignations were updated and posted to the Town website.
- During December a lot of time was devoted to preparing the FY 2015/16 budget: vendors were contacted for anticipated price increases, other vendors were solicited for more competitive prices; staff was consulted for ideas and input.
- Ethics Disclosure Forms and letters of instruction were sent to seventeen board and commission members who needed to either file or update their information.
- Town Clerk attended staff meetings to explore the feasibility of social media for the Town of Newington.
- On December 4th the Town Clerk attended the "Meet Your Town Officials" reception at the Portuguese Club sponsored by the Economic Development Commission.
- As Co-Chair of the 2017 New England Conference, the Town Clerk attended a meeting of the New England Association of City & Town Clerks held at the Trumbull Marriott.
- Town Clerk met with a Cott representative to trouble-shoot e-Recording issues and to explore viable updates to the land record indexing software.
- As a board member of the New England Municipal Clerks Institute, the Town Clerk participated in a board meeting via a conference call.

DATA SUMMARY DECEMBER 2014				
	<u>Dec. - 14</u>	<u>Dec. - 13</u>	<u>FY 14/15 to Date</u>	<u>FY 13/14 to Date</u>
Land Record Documents	502	429	2591	2861
Dog Licenses Sold	20	21	399	477
Game Licenses Sold	45	35	197	167
Vital Statistics				
Marriages	15	13	146	117
Death Certificates	24	45	153	153
Birth Certificates	13	27	151	122
Total General Fund Revenue	\$ 47,247.12	\$ 35,657.31	\$ 245,691.25	\$ 248,964.28
Town Document Preservation	\$ 1,181.00	\$ 998.00	\$ 6,114.00	\$ 6,624.00
State Document Preservation	\$ 692.00	\$ 598.00	\$ 2,588.00	\$ 4,148.00
State Treasurer (\$36 fee)	\$ 12,420.00	\$ 10,764.00	\$ 66,924.00	\$ 75,637.00
State Treasurer (\$127 fee)	\$ 4,699.00	\$ 5,461.00	\$ 20,701.00	\$ 32,131.00
State Treasurer (\$110 fee)	\$ 5,390.00	\$ 4,400.00	\$ 25,960.00	\$ 26,290.00
Locip	\$ 1,035.00	\$ 897.00	\$ 5,577.00	\$ 6,210.00
State Game Licenses	\$ 290.00	\$ 425.00	\$ 1,719.00	\$ 2,202.00
State Dog Licenses	\$ 174.00	\$ 185.00	\$ 2,606.00	\$ 3,215.00
Dog Licenses Surcharge	\$ 54.00	\$ 62.00	\$ 908.00	\$ 1,156.00
Marriage Surcharge	\$ 171.00	\$ 95.00	\$ 1,007.00	\$ 798.00
Grand Total	\$ 73,353.12	\$ 59,542.31	\$ 379,795.25	\$ 407,375.28

POLICE DEPARTMENT

- With the retirement of Chief Richard Mulhall, Lt. Nicholas R. Miano has been appointed Acting Interim Chief of Police.
- Detective Laurence DeSimone has been reappointed to the Emergency Response Team.
- The Police Department continues to work on its recruitment drive as there are several openings. Written exams for certified police officers and for entry level police officers have been conducted. Both exams were conducted by the CPCA (Connecticut Chiefs of Police Association) at their Headquarters. Results of the entry level exam have been received. The department will set a cut off score and will be scheduling appointments for oral examinations in January for the top scoring candidates. The certified officer exams are ongoing and interviews will be scheduled accordingly.
- Patrol Calls for December are unavailable this month due to new CAD Reporting problems.
- Investigations and calls by Patrol Officers in December included:
 - Burglary - On 12/8/14, officers were dispatched to a business on the Berlin Turnpike for an activated burglar alarm. According to the alarm company, they were monitoring the business and heard sounds coming from within the building. As officers arrived, they found the front glass door had been smashed out. Additional units responded along with the Newington K-9 officer and K-9. Shortly after, an officer observed a male inside the business. The officer began to issue the male verbal commands for him to exit the business. He did not exit. Moments later, an officer from the other side of the building observed a male trying to exit that side of the building. The officer ordered

the male to exit the building, but he retreated back to the building. Units from neighboring towns were called to assist at the scene and the perimeter. The K-9 officer issued commands to the suspect(s) from the front of the building through the smashed door requesting he exit the building or the K-9 would be released into the building. Officers could hear movement inside the business. After several warnings about his intentions to release the dog into the business, the K-9 was released into the building for a search for the suspect(s). The K-9 Officer issued verbal commands to someone to keep their hands visible and to stop moving repeatedly. The suspect was taken into custody after a brief confrontation with K-9 "Argos." K-9 Officer Petlik said that the suspect began to resist the dog with a tire initially and was refusing to comply with his commands. The suspect was taken into custody. Emergency medical personnel were requested to respond to evaluate and treat the suspect's injuries resulting from the bites from the K-9. The suspect sustained minor lacerations on his right upper arm bicep/tricep area, which were treated and cleaned by medical personnel. A secondary search for additional suspects was conducted, no one else was found inside the building.

The manager of the business responded to the scene and checked the business for any items missing. There did not appear to be any items missing; however the business sustained damage to the door from the suspect making entry into the building.

The manager was also able to view the CCTV surveillance footage from within the building. The footage clearly showed the suspect enter the business at the northwest door. The footage showed him standing in the aisle near the office where the tool used to break the door window was located. The suspect was placed under arrest and was transported to Newington Police Department headquarters, where he was subsequently processed and charged with the following violations to C.G.S.; 543a-103 Burglary in the Third Degree, 53a-115 Criminal Mischief in the First Degree, 53a-106 Manufacture/Possession of Burglary Tools, and 53a-167a Interfering with an Officer.

- Robbery - On 12/31/2014 a Loss Prevention employee with a Berlin Turnpike retail store called 911 to report that he and his co-workers were attempting to apprehend a shoplifter who walked out of the store with two computers. The loss prevention employee told the dispatcher that they were actively chasing on foot a male wearing a hooded sweatshirt, blue jeans with glasses. The loss prevention employee told the dispatcher that they last saw the male near a small pond located inside another business's parking lot which is across the street and south of the store. Several Newington Police officers including several Detectives arrived in the area and a perimeter around the business and the surrounding street was established. Once on scene, the loss prevention employee advised police that he last saw the male suspect near the southeast part of the pond. At that point, a K-9 officer was requested and responded to the scene.

The loss prevention employee and an officer were checking the front of the business when the loss prevention employee recognized a male who was walking out of Lowes. The male tried re-entering the store through the exit doors as he observed the officer. The officer was able to detain the male without incident. The male was not wearing a hooded sweatshirt as reported earlier. The officer explained to the male why he was being detained and he said he understood. The male denied any involvement in the larceny when he was questioned. Two additional loss prevention employees responded and identified the male as the suspect who they wrestled with at the front doors of the store. The loss prevention employees stated that they were on foot in the electronics department when they saw the male pushing an empty shopping cart. The loss prevention employee said the male placed two laptop computers in the shopping cart and continued towards the front of the store. The employees then observed the male pushing the carriage containing the computers walk straight to the front doors passing all the registers without paying for the items. The loss prevention employees confronted the male right outside the front doors and asked him to return inside the store. The employee said that he grabbed the male's arm to direct him back into the store and that is when the male fought with them so he could flee. The loss prevention employee stated that when he confronted the male at the front of the store, he felt the male elbow him as they tried to apprehend him. The loss prevention employee said he was not injured and that the two stolen laptops they recovered are worth a total of \$1,197.00.

Officers then went to the store and watched the surveillance video of the suspect exiting the store. The officers confirmed that the person they had detained was the suspect from the robbery at the store. The suspect was charged with violating CGA 53a-125, Larceny in the 4th, and CGS 53a-136, Robbery in the 3rd degree. He was held on a \$10,000.00 bond set by the shift supervisor.

- Domestic Violence - On 12/19/14 a resident came to the Police Department to report an incident of domestic violence that occurred between herself and her 42 year old son in Newington. The woman said that she and her son were having a discussion when her son became very angry at her. He began to scream and swear at her causing her to become scared and run into the

bathroom. Before she was able to go into the bathroom to get away, she said her son grabbed her at her shoulders and pulled her back from going into the bathroom. She was finally able to get away from him. As she went into the door of the bathroom, he was pushing the door open as she was trying to shut the door to get away. She was finally able to calm him down.

Her son has been arrested 6 times previously between 2002 and 2010, all of which are charges related to domestic violence incidents. The charges include criminal trespass, violation of a protective order, disorderly conduct, two failure to appears, and numerous probation violations.

As a result of this investigation, her son was arrested and charged with 53a-182 Disorderly Conduct and 53a-96 Unlawful Restraint. He was detained on a bond.

During this investigation, officers learned of a previous incident that occurred a few days earlier. During this incident, the mother suffered a bruise on her right wrist caused by son. She stated that sometime during the previous day, her son took her bank ATM Card and used it twice to buy unknown items. She said he then withdrew \$40.00 cash. She discovered the ATM uses later in the day. The woman said she confronted her son about the charges and he grabbed her wrists. The woman showed the officers a bruise located on the top of her wrist she said was caused by her son. She said her son was screaming and yelling at her and was extremely angry. The woman asked her son to give back her ATM card but he told her he did not have it anymore. The son then became increasingly angry and threw a kitchen chair at his mother but did not hit her with it. She stated that her son then threw a second chair in her direction, and that chair also hit the same door. As she went into the living room and sat down on the couch, her son followed her. The son then made a statement to his mother that he would have killed her by now if they were in their native country. The woman said she became very scared that her son would try to kill her so she left and stayed with her daughter.

Based on the above facts and circumstances, the son was arrested by warrant for the following charges: (1) Unlawful Restraint 53a-95 / (2) Disorderly Conduct 53a-182 / (3) Assault 3rd on Elderly Person 53a-61a / (4) Threatening 2nd 53a-62 / (5) Larceny 6th 53a-125b / (6) Credit Card Crimes 53a-53a-128c / (7) Illegal Use of A Credit Card 53a-128d / (8) Identity Theft 3rd 53a-129a / (9) Larceny 2nd 53a-123a. He was held on a \$50,000 court set bond.

- In December, Detective Division personnel:
 - Handled 129 investigations, 122 remain ongoing and 7 were closed by investigative methods.
 - Served 25 arrest warrants, 24 by Patrol Officers and 1 by Detective Division personnel
 - In December detectives began an investigation into a series of residential burglaries that occurred in the Apple Hill / Lamplighter Lane area of town. The burglaries occurred within a similar time frame and preliminary investigation suggests that the crimes are connected. Newington Detectives are working with investigators from surrounding towns where additional burglaries that may have been committed by the same suspect(s) have occurred. This investigation is ongoing.
 - On December 16th 2014, detectives responded to an armed robbery that occurred at one of the local convenience stores. Preliminary investigation revealed that two male suspects, one armed with a handgun, entered the store and demanded cash from the register. The suspects fled with cash and cigarettes. No one was injured during the robbery. Detectives processed the crime scene for physical evidence. This investigation is ongoing.
 - Also on December 16th 2014, detectives initiated an investigation into a report of an elderly resident who was scammed out of approximately \$103,000.00. The fraud has been linked to a previously known scheme that originates out of Jamaica. Detectives are currently working with representatives of the U.S. Department of Homeland Security and project JOLT (Jamaican Operations Linked to Telemarketing). This investigation is ongoing.
- Patrol Calls for November are as follows:

CR/NIBRS Selected Crimes				
Preliminary 2014			2013	
Type of Crime	# of Offenses	Value of Crime	# of Offenses	Value of Crime
Murder	0	0	0	0
Forcible Rape	0	0	0	0
Robbery	1	0	0	0
Assault	12	0	6	0
Burglary	18	\$28,054	7	\$43,300
Larceny Theft	55	\$57,739	45	\$43,159
Auto Theft	4	\$29,777	3	\$10,500
Totals	90	\$1,1570	61	\$96,959

- During the month of November 2014, the Police Department arrested 63 adults: 14 for assaults, 1 for fraud, 3 for vandalism, 19 for narcotic violations, 2 for offenses against family and children, 6 for DUI, 3 for disorderly conduct, 11 for larcenies and 4 for other miscellaneous offenses. The Department also referred 23 persons under the age of 18 for criminal acts; 1 for Assault, 1 for Burglary, 2 for Larceny, 1 for Motor Vehicle Theft, 16 for Vandalism, 3 for drug violations and 2 for all other offenses.
- Police Department Overtime
 - Comparison
 - OT November \$101,826
 - OT December \$ 83,722
 - Total decrease \$ 18,104
 - In December, there was one officer in the Academy for training, one officer vacancy, and one Sergeant vacancy. These vacancies in Patrol have an impact on the overtime for a total of 3 positions vacant on the schedule in the patrol division. The department has worked diligently to keep overtime to a minimum.
 - Administration overtime of \$0 is a decrease of \$932.
 - Patrol overtime of \$54,375 is an increase of \$1,522. Calls included domestic calls, motor vehicle accident investigations, Sergeant's meeting, EMS committee meeting, burglary, robbery, weather related coverage, domestics, court appearances, warrants, holdovers, booking process, one holiday overtime of \$11,000, and overtime for time off/vacancies.
 - Detective Division Overtime of \$3,516 is a decrease of \$2,438. Overtime included serving warrants, robbery investigation, burglary, suicide death investigation, and scene processing.
 - Communications overtime of \$12,675 is a decrease of \$2,323. Overtime included several time off leaves, staffing for weekends to allow for 2 dispatchers day and evening shifts, and one holiday overtime of \$2,000.
 - Education overtime of \$9,202 is a decrease of \$12,631 for training classes. Training included ERT firearms, Sniper training, continued firearms training, and practical skills training.
 - Support Services overtime of \$3,954 is a decrease of \$1,285. Overtime included coverage for time off, Youth-Adult Council meeting, Juvenile review board meeting, Stuff a Truck event, and \$1,200 for holiday overtime.
 - ACO overtime was \$0.

FIRE DEPARTMENT

- The following is a report of the activities of the Newington Fire Department for the month of December, 2014. During this period fire department members responded to 43 alarms or emergencies. A summary of these alarms and a manpower response breakdown is detailed below:

	December 2014	6 Months Activity
Residential	5	27
Commercial, Industrial, Office	4	11
Hospital, School	1	8
Vehicle	1	3
Rescue, Police Assistance	3	27
Dumpster, Rubbish, Grass, Brush, Leaves	0	33
Hazardous Materials/Clean up	4	21
Investigative Alarm	14	85
False Alarm	6	52
Mutual Aid/Standby	0	3
Carbon Monoxide Investigation	4	21
Water Related Incidents/Pump-Outs	1	8
Total	43	299

Training Summary

Driver Training	Road Time	6 hours
Target Safety	Blood Borne Pathogens	58 hours
	Rehab	45 hours
	Terrorism Response	18 hours

Company #4 Training	Apparatus Procedures	22 hours
	Knots	4.5 hours
Total Hours		149 hours

FIRE MARSHAL

- The Fire Marshal's Office completed the following activities during the month of December, 2014.

INSPECTIONS	11
INSPECTION FOLLOW-UPS	12
PLAN REVIEW	19
JOB SITE INSPECTIONS	4
FIRE INVESTIGATIONS	0
FIRE ALARM TROUBLE	0
COMPLAINTS	1
HAZ/MAT	0
BLASTINGS	0

Incidents:

- There were no significant fire incidents or injuries reported in December. Responded to **28** fire calls during December.

Fire Marshal's/Chief's Activities:

- Attended a meeting with the Town Manager, Finance Director and Fire Commission to review the Departments 2015-2016 CIP requests.
- Conducted the bi-monthly meeting of the Employee Health and Safety Committee at Town hall.
- Attended the monthly meeting of the Capital Region Fire Marshals Association in Wethersfield.
- Attended the Economic Development Commissions "Meet Your Town Officials" gathering with local business owners at the Portuguese Club.
- Participated in a multi-agency CTfastrak Table Top Exercise to review emergency responses policies and procedures for incidents on the busway. The session simulated a head-on car and bus collision. The exercise was held at the West Hartford Police Department.
- Attended the Annual Newington Veteran Firefighters Holiday Party at Sphinx Temple.
- Attended the Annual Fire Truck Parade and Night of Lights Ceremony in the town center.
- Attended the wake and funeral for Barbara Knaus wife of the late Jack Knaus of Company #4.
- Attended the monthly meeting of the Board of Fire Commissioners at the Old Firehouse.
- Participated in the Annual Police, Fire and EMS "Stuff a Truck Event" at Stop & Shop on Fenn Road.
- Attended the Annual Family Holiday Party's at all four Fire Companies.
- Attended a CTfastrak meeting to review the Table Top Exercise; After Action Report and review plans for the upcoming Full Scale Exercise January 9th in New Britain.
- Conducted the quarterly Chiefs and Officers meeting at fire headquarters.
- Attended a meeting with the Chiefs, Commissioners, Town Manager and Department Heads to prepare for the CIP Committee budget meeting.
- Attended a Fire Marshal Enforcement Review Training session given by the State Attorneys Office at CCSU in New Britain.
- Attended a meeting of the CIP Committee meeting to review the fire departments 2015-2016 CIP budget requests.
- Attended a Retirement Party for Police Chief Mulhall at Town Hall.
- Conducted a meeting of the Chiefs Staff to finalize the 2015-2016 fire department budget.
- Attended the Annual Memorial Ceremony For Master Police Officer Peter Lavery at Police Headquarters.

HIGHWAY DEPARTMENT

Administration

- Continued to meet with residents to discuss various issues and concerns.
- Attended project coordination meetings with Engineering Department.
- Attended Department Head and Public Works team meetings.
- Attended Sidewalk Planning Committee meeting.
- Continued with contract extension negotiations with MSW and recycling haulers.

- Continued with contract extension negotiations with Covanta Energy and others for MSW disposal.
- Continued with landfill closure project tasks.
- Attended CIP Committee meeting.
- Attended Safety Committee meeting.
- Coordinated equipment training for new pay loader snow blower attachment.

Roadway Maintenance

- First week of the month crews completed this year's annual leaf collection program.
- Assisted Mechanics in the preparation of snow plowing equipment.
- Highway operators continued with Landfill material processing.
- Miscellaneous roadway pot hole patching continued throughout the month.
- Continued with roadside litter removal.
- Cleared out waterway on Stonehedge Drive.
- Attended training for new pay loader snow blower attachment.
- Repaired catch basin on Ellsworth Street and other various locations.
- Crews worked on roadside trimming of branches/tree limbs.
- Crews called out 3 times for snow/ice conditions during the month. Total snow accumulation was 0.7 inches.

Traffic Division

- Replaced and/or repaired missing/damaged street name and regulatory signs.
- Assisted with Food Share setup.
- Assisted Police Department in relocation/removal of speed detection boxes.
- Assisted Highway crews with snow plowing operations.
- Repaired glass panes in bus shelter at Maple Hill and Robbins Ave.
- Began blanket replacement of all regulatory and warning signs in plow section 3.

Fleet Maintenance

- Mechanics continued with preparing and servicing all snow fighting equipment.
- Mechanics assisted with snow plowing.
- All fire apparatus services were completed.
- Mechanics began outfitting two (2) new police patrol vehicles.
- Continued with preventative maintenance and emergency repairs to all Town vehicles and equipment.
- Attended training for new pay loader snow blower attachment.

Sanitation/Recycling/Landfill

- Scheduled 461 residential bulk items for collection.
- Scheduled 60 condominium bulk items for collection.
- Scheduled 11 condo/residential scrap metal items for collection.
- 3548 tons of cumulative Municipal Solid Waste were collected from July through November 2014.
- 1178 tons of cumulative recyclables were collected from July through November 2014.
- 431 mattresses and 289 box springs collected for the month from July through November 2014.
- Issued 12 permanent landfill permits and 1 temporary permit.

TOWN PLANNER

Town Plan and Zoning Commission Actions:

Regular TPZ Meeting on December 10, 2014:

- No actions taken.

Town Planner Activities:

Approved, Pending, and Future TPZ Applications

- December 12: Met with consultant re application for site plan modification at Saputo Foods (100 Milk Lane).
- December 12: Met with applicant and staff on site to discuss sidewalk construction at Harvest Ridge subdivision (Shady Hill Lane).
- December 12: Met with broker and staff to discuss possible uses of property at 550 Cedar Street (former Crest Pontiac dealership).
- December 30: Met with owner's representative to discuss parking expansion at Bel-Air Manor (256 New Britain Avenue).

CTfastrak/Amtrak Corridor Planning:

- December: initiated drafting zoning moratorium for CTfastrak station neighborhoods as requested by TPZ.

Grant-Funded Project Activities

- December: assisted grant consultant with preparation of contractor selection documents for Cedar Village Housing Interior and Exterior Renovations project.
- December: initiated preparation of engineering consultant selection documents for Town Center Streetscape Phase VI (Constance Leigh Drive and Lowrey Place) project.

Boards and Committees

- December 4: Attended EDC local business event at Portuguese Club.
- December 18: Attended Housing Needs Study Committee meeting.

Miscellaneous:

- December 2: Attended CCHD ACHIEVE meeting.
- December 3: Met with Public Works staff re planning for new sidewalks.
- December 10: Attended regular monthly Public Works staff meeting.
- December 11: Testified at blight enforcement appeal.
- December: Received and responded to or initiated approximately 362 emails to and from citizens, applicants, staff and elected/appointed officials.
- December: Received and responded to approximately 23 phone calls from citizens, applicants, staff and elected/appointed officials.

TOWN ENGINEER

- During the month of December, five excavation permits were issued:
 - 2 gas lateral permits
 - 1 gas main permit
 - 1 CATV Replacement
 - 1 Electric conduit
- Engineering staff continues to meet with a number of residents and/or applicants (monthly) and discuss and perform site analysis as it relates to future Inland Wetlands applications. Engineering continues to serve the public with requests for mapping and other engineering resources, Low Impact Development (L.I.D).information, etc.
- The Town Engineer attended a DEEP Public Hearing with regard to MS4 Permit Modifications.
- The Town Engineer attended the monthly Inland Wetland meeting as staff Agent.
- The Town Engineer attended the monthly CRCOG Transportation meeting.
- The Town Engineer attended the monthly Public Works Staff meeting.
- The Town Engineer attended the C.I.P. committee meeting.
- The Town Engineer continues to monitor the progress with the DEEP design efforts associated with the future maintenance work scheduled for Piper and Mill Brooks. The DEEP is developing final plans for these brooks and others tying into the south branch of the Park River. Maintenance activities will include the removal of sediment, animal burrows, woody vegetation within the Flood Control embankments and floodway areas. The flood control project limits in Newington are located on Piper Brook from the West Hartford town line west to Main Street (approx. 500' west of Main). Maintenance on Mill Brook will extend from the confluence of Piper Brook south to the bridge at Dowd & Main Street (Approx. 500' south of the bridge). Maintenance activities will be conducted within the areas of the project limits as determined by the DEEP. The project is expected to be bid in early spring with construction activities commencing in the summer months. Proper documentation including mapping, maintenance and operation agreements is currently being generated by the DEEP. The DEEP has indicated they may develop a website portal to inform residents about the project.
- Engineering staff has re-evaluated the MDC hydrant list in accordance with the maintenance agreement for service of Town owned hydrants. Engineering staff provided an analysis requiring the verification of Town owned hydrants and catalogued the hydrants for future reference. Per the agreement, the Town will pay a fee for said maintenance including but not limited to: flushing, winterizing, mechanical checks, etc.
- Engineering has completed the field survey necessary to facilitate creation of the construction plans for Olympia and Oregon Streets. The traditional field survey is the preliminary activity in preparation for drafting and design scheduled for the later winter months. Design will include; an estimated cost, drainage analysis (edge drain as needed), improved horizontal and vertical geometry as necessary.

- Engineering has assisted in the development of specifications necessary to prepare a “Request for Proposal” for the future design efforts associated with Churchill Park. The preliminary design phase (services) will entail the base survey (including wetland soil analysis) in preparation of a conceptual design phase.
- The Engineering staff has been monitoring (spot observations) the progress and improvement associated with the Harvest Ridge Subdivision. The Subdivision is located between Shady Hill Lane and Rockledge Drive. Currently, the remaining four (4) parcels have been prepared (blasted) for foundation installation. The roadway base has been installed including all drainage and utilities in preparation for the sites. The binder course of pavement was installed in the month of November. The road will serve as private access only to construction vehicles associated with continued winter operations (house building).
- Engineering staff has been assisting facilities with the design efforts associated with the site work at the Chapel. The Chapel (located at the Cemetery) is receiving an addition requiring utility connections, drainage (including L.I.D. implementation), site grading and sidewalks (both concrete and pavers).
- Engineering staff has prepared estimates for the C.I.P. (FY 2015-16). These estimates are both for engineering related infrastructure and other projects for various departments. The preparation of these estimates will require research, field reconnaissance (or survey), conceptual design and calculation efforts. The Town Engineer and Highway Superintendent will continue to evaluate the roadways scheduled in the 5 year C.I.P. Appendix.
- Engineering has been providing administrative support as it relates to the environmental consultant hired to provide wetland delineation at the Landfill (closure per DEEP Stewardship Permit) and restoration design services as it relates to the Mill Pond Tennis court and N.U. site fill areas.

BUILDING DEPARTMENT

- A Building Permit was applied for and is under review for a new restaurant to be located at 1076 Main Street.
- An Electrical Permit was issued for electrical wiring for the new chapel addition at 679 Willard Avenue.
- An Electrical Permit was issued for Running 1 cat-6 data line to the conference room at the Newington Town Hall.
- There were three Certificates of Occupancy issued in December. One for a new house at 27 Deming Farm Drive. One for 711 Willard Avenue for 9 apartments. One for 711 Willard Avenue for a detached 7 bay garage.
- Seminars attended by our Inspectors for their continuing education credit were:
 - D. Jourdan - Health and Safety Meeting - December 4, 2014
 - R. Smith - The 2012 IECC: Changes and Tests – December 15, 2014
 - A. Hanke - The 2012 IECC: Changes and Tests – December 15, 2014

Building Department activity for the month of December was as follows: The Inspectors completed a total of 201 inspections. They were: Apartment Inspection (1), Boiler (9), Chimney (1), CO (3), Decks (7), Electrical (20), Exterior Walls (1), Final (78), Footing (4), Foundation (4), Framing (4), Gas Line (19), Hot Water Heater (1), Insulation (6), Mechanical (1), Roofing (4), Rough (35), Siding (1), Site Visit (1), Work without permits (1).

- The total number of Building/Renovation Permits issued for the month of December was **143** producing a total permit value of **\$1,305,140.00**.

They are categorized as follows:

<u>TYPE OF PERMIT</u>	<u># OF PERMITS</u>	<u>VALUE OF PERMITS</u>
ADDITIONS / ALTERATIONS	34	690,321.00
DECK	0	0.00
DEMOLITION	0	0.00
ELECTRICAL	38	260,641.00
FENCE	0	0.00
FIRE SUPPRESSION / SPRINKLER	0	0.00
FOOTING / FOUNDATION	0	0.00
FUEL TANK	1	2,485.00
GARAGE / SHED	1	15,000.00
MECHANICAL	38	229,453.00

NEW COMMERCIAL	0	0.00
NEW MUNICIPAL	0	0.00
NEW RESIDENTIAL	0	0.00
PLUMBING	13	18,545.00
POOL	0	0.00
ROOFING/SIDING	10	75,036.00
SIGN	8	13,659.00
TENT	0	0.00
TRAILER	0	0.00
TOTAL	143	\$1,305,140.00

The total Building income fees received in the month of November was **\$15,880.00**

The total fees for other income were as follows: Town Planning and Zoning (Applications/Publications) \$315.00, Environmental \$120.00, Conservation \$0.00, Zoning Board of Appeals \$75.00, Copies, Books and Maps \$63.00, Driveway / Excavation \$775.00 Engineering copies \$120.00. The other total income is \$1468.00.

Below is a comparison of the Permit Values for December 2014 and December 2013:

	<u>2014</u>	<u>2013</u>
Value of Permits issued for December:	\$1,305,140.00	\$1,068,109.00
Fees for Permits issued for December:	\$15,880.00	\$13,864.00
Other income Fees for December:	\$1,468.00	\$1,079.00
Building Permits Issued for December:	143	110

Total Value of Permits and Permit Fees for the Fiscal Year:

<u>2014-2015</u>		<u>2013-2014</u>	
<u>Value</u>	<u>Permit Fee</u>	<u>Value</u>	<u>Permit Fee</u>
\$11,871,354.00	\$143,296.00	\$11,854,820.50	\$160,867.00

HUMAN SERVICES

- The Food Bank assisted 117 households with 554 bags of groceries distributed. The lower numbers are reflected food bank was closed three days due to holidays and distribution days.
- The Gift distribution went very smoothly with 429 households assisted; an increase from last year's 400. Gifts, food and monetary donations were received from all segments of the community. Once again, our holiday volunteers made our holiday gift distribution a huge success, without them, we could not do it all.
- Open Air Market served 96 households during 2 bi-weekly distributions this month.
- The Clothing Closet served 21 households, providing 24 bags of clothes.
- The Special Needs Fund assisted 3 households with 3 bills, 1-housing and 2-medical.
- The Social Casework Program continues to be busy with 103 cases. 30 were new referrals.
- The Youth and Family Counseling Program had 11 active cases, and 2 were new. Clinicians provided 25 clinical therapy sessions with a total of 31 clinical service hours.
- Staff spent much time in the preparations, coordination and distribution of the holiday gift program. More than 3,000 gifts were donated, sorted and distributed by numerous dedicated volunteers.
- Shout out to the Newington Town employees/departments and schools/school personnel who also supported our programs through collections, donations and gift sponsorship.
- Director Futoma and Human Services Coordinator LaBrecque attended a UNICO dinner and received collected toy donations from members.
- The Director also attended a Rotary luncheon meeting where a generous donation was presented to support our Special Needs Fund from a partnership between the Rotary and Liberty Bank.
- Fall SCORE programs wrapped up and the Winter/Spring brochure was distributed/advertised.
- The 11th-12th grade NHS Self-Awareness class participated in the annual Christmas tree set up/auction at the Wadsworth Athenaeum in Hartford. They will wrap up in January.
- December ALPS classes finished in-class sessions and will complete final challenges in January.

- Registration inquiries were sent out for our new “Leadership Education Advisor Development Program for high school students that have served as summer mentors with us. We are receiving a positive response from youth and parents.
- There were 3 requests for community service. 50 hours were completed. 2 requests were carried over for completion from the prior two months.
- There were 2 JRB referrals this month.
- Several staff attended workshops, trainings and meetings throughout the month.
- Director Futoma attended conference committee planning meetings for a Hoarding Conference and Wellness Conference being held in the spring at CCSU.
- Director Futoma attended a CCSU School of Social Work Reaccreditation meeting at CCSU, as part of her role on their Advisory Board and the first annual Economic Development Commission Business Network Meet and Greet.
- Social Worker Pam Wassik transported several Newington youth to participate in the annual Shop-with-a-Cop program held in Southington this year. Numerous Newington police officers were partnered with our youth. It was a great time for all and another opportunity to engage youth with our police members. Human Services and the police identified youth that would benefit based on the criteria.
- The department has applied for a mini grant through CT Youth Services Association that would provide some funds to enhance our Juvenile Review Board program.

December 2014 Statistics

Selected Programs	FY 14-15 Undp. Total This Month	FY 14-15 Undp. Total Last Month	FY 14-15 Cum. Undp. Total YTD	FY 13-14 Cum. Undp. Total YTD
Youth and Family Counseling	11	13	19	63
Positive Youth Development	180	205	1834	1467
Information and Referral	1419	1832	6091	3578
Social Casework Cases Under 55 = 65 Over 55 = 38	103	117	307	322
Food Bank Households	117	132	943	871
Special Needs	3	6	46	57

SENIOR AND DISABLED CENTER

- The Center held the 20th Annual Senior Living Expo on November 7th. This year featured 54 vendors including 8 Gold level sponsors. Free health screenings included blood glucose, blood pressure (provided by 2 vendors), balance and a stroke screening. The event was well attended with 250-300 estimated.
- The Center held its annual holiday party on December 22nd. The event has become an intergenerational effort with students from the Transition Academy preparing and serving refreshments and the Newington High School Madrigal Singers providing the entertainment.
- The Self-Assessment process for the Senior and Disabled Center’s Accreditation renewal is well underway. The focus of the effort is on re-evaluating the Center’s purpose and how it can have the greatest impact on older adults and people with disabilities in the Town. The process will take a few months and will result in a new mission statement and strategic plan.
- The Center sponsored two ‘field trips’ this month. The Diabetes Support Group went for a tour of the Rocky Hill Big Y led by the store’s registered dietician. Aging Mastery Program (AMP) participants

went to Middlewoods of Newington for a tour and a conversation about assisted living. The AMP program has wrapped up the formal sessions and this was offered at participant request.

- LiveWell Diabetes, a chronic disease self-management program specifically for people who have or who care for someone who has diabetes, started this month. This six-week program is part of the suite of evidence based self-management programs created by Stanford University and funded by the Department of Public Health and State Department of Aging. It is coordinated by CCCI, Inc.
- On December 4th Chris Olson, Rehab Director at Bel-Air Manor, spoke about preventing falls and accidents at a Brunch and Learn sponsored by Bel-Air.
- Over 50 members attended a special screening of the Disney blockbuster Frozen on the big screen, proving that the movie is popular with all ages! Refreshments were provided by Home Instead Senior Care.
- Tina Bradbury of Newington Health Care returned to provide a beautiful nail polish manicures on December 24th.
- The Center currently has 1577 paid members. There are 797 residents registered for Dial-A-Ride.
- There were 200+ opportunities to participate in programs at the Center in the month with some one time programs and others ongoing as well as several opportunities that are daily with a total recorded attendance of 2947 by 487 people. The actual number attending the center is significantly higher with approximately 1/3 of participants scanning in for programs.
- Dial-a-Ride provided 1517 trips covering **3913** miles during regular hours. The total number of riders was 124.
- Center staffing was complemented by 543 hours of unpaid service in 214 instances by 48 volunteers.

PARKS AND RECREATION

Administration

- Superintendent met with staff regarding various work assignments and issues.
- Superintendent met with Town Engineer, Chris Greenlaw, on various projects.
- Superintendent met with Asst. Bldg. Inspector, Richard Smith.
- Superintendent met with Athletic Director, Christopher Meyers.
- Superintendent met with Director of Facilities, David Langdon.

Recreation Division

- Registration for Winter 2015 programs has been ongoing throughout the month. Most Winter programs will begin the first week of January.
- Program information is currently being compiled for the Spring 2015 Program Guide.
- A total of 13 children attended Gingerbread House Workshops on December 8th and December 10th.
- Recreational swimming was offered during Winter Vacation week on December 26th, 29th, 30th, 31st and January 2nd.
- Basketball Coach Orientation was held with over 75 volunteer coaches on Saturday, December 6th.
- Training was held for Youth Basketball staff on December 20.
- Principles of Coaching training sessions were held for Youth Basketball coaches.
- Background checks have been completed for all Youth Basketball (volunteer) coaches.
- The Youth Basketball program began with over 600 children in grades 2 through 12 (Kindergarten and Grade 1 program to start on January 3—Kindergarten program is new this year).
- The Parks & Recreation and Newington Chamber of Commerce annual “Night of Lights” was held on Sunday, Dec. 7th in the center of town with approximately 500 people in attendance. The event combined the Tree Lighting on the Town Green & the Holiday Carol Sing. A special thanks to all those who helped, including our Parks & Grounds Division, Mayor Stephen Woods, our Volunteer Fire Departments, the Police Dept., and choirs from Martin Kellogg and John Wallace Middle Schools.
- The Pictures with Santa event was held on the weekend of December 5th and December 6th. Approximately 200 children participated at the Mortensen Community Center. Arts & crafts were available as well as a Santa Letter station and some one-on-one time with Santa. This event was free and enjoyed by all. Canned goods were also collected and donated to the Newington Food Bank.
- The 6th Annual Family Sleigh Rides were cancelled on Saturday, December 7th due the inclement weather.

Upcoming – Recreation Division

- Most Winter programs will begin in early to mid January.

- The Spring Program Guide will be created during the month of January and sent to print when completed. The Spring Program Guide will be distributed to Newington residents in the March issue of the Newington Life.

Parks and Grounds

- Division personnel prepared for the annual tree lighting on December 6^h. Many new Led lights were purchased due to old deteriorating light strands.
- Joe Cirigliano (GKII) and John DiBiase (GKII) worked the Night of Lights, building the risers for the carolers and turning the lights on.
- The West Meadow Chapel was opened and set up for the Wreaths Across America Ceremony on December 13th. The ceremony is conducted by local veterans in conjunction with the nationwide Wreaths Across America effort.
- Division personnel also continued to grind some of the stumps that have been left behind from all the storm-damaged trees.
- Division personnel responded to three incidents of snow and ice removal.
- There were 14 interments in Town Cemeteries during December.
- Division personnel were offline a total of 31 days this month.

LIBRARY

- Preparations began during the month for the onset of tax season. Since public libraries are now the sole distributors of the much sought after tax forms, every attempt is made to have as complete an inventory as possible.
- Shirlee-Ann Kober, Head of Community Services, worked her last day on December 31. She retired after working at the library for 24 years. She will be missed but we are happy that she will be able to relax and enjoy this new phase of her life. Children's Librarian Michelle Royer was hired as the new Head of Community Services. She will begin her new position on January 20, 2015.
- Two new services were offered beginning on December 1. Patrons can now print out most of the museum and attraction passes that are offered by the library. The library purchases 29 museum and attraction passes each year for library patrons to reserve and checkout for free or reduced admissions. Patrons can now print out these passes from home rather than having to come into the library to pick-up. There won't be any late fees because the printed pass is only good for the day of the reservation. And finally, it offers a more convenient way for patrons to access the passes. The museum and attraction pass program is funded by the Friends of the Library. Also on December 1, the library began offering Hoopla Digital for Newington patrons. This new service allows patrons to checkout and stream movies, music, audiobooks and TV shows to their computers and mobile devices.
- RFID tagging for the Library Automated Collection Management CIP project began in December. Staff began placing RFID tags on library materials and encrypting the necessary information on each tag via specialized software. This process will allow the library to move forward and offer a quicker, more efficient circulation process and help with inventory and security. The tagging process will take several months to complete.
- December services for children included 53 programs to a combined audience of 1,429. *Winter Craft Night* brought in more than 100 families to make gingerbread houses and holiday gifts. During school vacation, Sam Pasco led patrons in a holiday sing fest and an *American Girl Photo Shoot* was held for girls and their dolls. December ended with New Year's Eve day parties for pre-schoolers in the morning and a lunch-time Star Wars Party for older children. Other programs offered during the month included two Half-Day Fun programs, *Construction Club*, *Cookbook Club*, *Let's Make Music Together*, school visits and many storytimes and outreach programs to the pre-schools and daycares.
- During the month of December, the only month that programming slows, the library was able to offer 14 programs for teens and adults to a combined audience of 160. Programs for teens included *Teen Dungeons & Dragons Club* and *Jewelry Winter Workshop*. Adults programming included very popular *Redefined READS- Repurposed Holiday Gifts* program. 43 adults dropped in to learn how to make unique gifts from old books. Gifts included book clocks, folded book art, book planters and holiday book trees. Other programs included *Movies and More @ the Library* that featured the movie *The Book Thief* and the final film – *Henry V*– in the *Shakespeare Sunday* series.
- The Friends of the Library are busy preparing for the annual Friends' *Wine and Cheese Social* that will be held on Friday, January 23. This annual fundraiser includes, wine and beer tasting, entertainment

and a teacup auction. Tickets are on sale at the library for \$12 and will be available at the door for \$15. All proceeds will benefit the library.

- In technology news:
 - As mentioned before RFID tagging began. Training sessions were held to show staff how to tag library materials and use the tagging software.
 - Several technology programs were offered during the month: *“Hoopla Digital Media,” Tech 4 U* and *How to Use Encore*, the library’s new online catalog.
 - Two new technology services began- Hoopla Digital and printing museum and attraction passes.
- Use of the library continued to be strong. 31,323 items circulated during the month of December, an increase of 7.5%. 14,178 entered the building and 4,434 reference questions were answered by the adult and children’s reference staff. Use of downloadable media was very popular. 4,878 ebooks including children’s *Tumblebooks* and audio books were downloaded. 706 songs were downloaded or streamed from *Freegal* and 124 digital magazines were downloaded. Popular online resources included *PebbleGo: Biography* database, *Atomic Training*, *Morningstar*, and *Kids Novelist*.
- In facility related issues, the library had HVAC issues throughout the month. The children’s department was too hot and then too cold. The reference office was too cold. The Community Room was too cold. In each case, Facilities was able to fix the problems. The ongoing problem that currently has no solution is the temperature at the circulation and reference desks during the winter months. When the library’s front doors open the cold air from outside is carried from the lobby all the way down to the reference desk. There is no way to stagger the opening of the two sets of doors to prevent all that cold air from coming in because the doors are only 90” apart. Many times the temperature is in the high 50s at the circulation desk making it uncomfortable for staff and patrons alike.
- Library Director Lisa Masten, Assistant Library Director Karen Benner and Business Manager Lynn Caley met several times to complete the 2015-2016 library budget.

Topics of Interest:

1. Disability permit from the DMV.
2. Proton therapy for cancer.
3. Oil heating prices in CT.
4. How long does a condo association have to keep records on file?
5. Books on the history of Newington.

MONTHLY CIRCULATION REPORT				
DECEMBER 2014				
	2014	2013	Gain/Loss	%Gain/Loss
CIRCULATION				
ADULT	19,341	19,616	-275	-1.40%
CHILDREN	11,377	8,854	2,523	28.50%
YOUNG ADULT	605	674	-69	-10.24%
DVD'S	7,100	7,162	-62	-0.87%
Digital Services				
DOWNLOADABLE BOOKS	4,878	2,477	2,401	96.93%
DOWNLOADABLE MAGAZINES	124	290	-166	-57.24%
DOWNLOADABLE MUSIC	706	265	441	166.42%
DOWNLOADABLE MOVIES	67	0	67	
E-READERS	9	12	-3	-25.00%
Other				
MUSEUM PASSES	79	59	20	33.90%
TOTAL CIRCULATION	31,323	29,144	2,179	7.48%
CUMULATIVE CIRCULATION YTD	195,670	186,043	9,627	5.17%
DAYS OPEN/MONTH	29	29	0	0.00%
AVG. DAILY CIRC./MONTH	1,080	1,005	75	7.48%
PATRON COUNT	14,178	13,916	262	1.88%
AVG. PATRON COUNT	489	480	9	1.88%
SELF CHECKOUT CIRC#	0	303	-303	
REGISTRATIONS-ADULT	51	65	-14	-21.54%

REGISTRATIONS-JUVENILE	12	4	8	200.00%
TOTAL # CARDHOLDERS	11,403	11,749	-346	-2.94%
CONNECTICARD	7,621	7,615	6	0.08%
RETURNS	20,356	20,623	-267	-1.29%
SUNDAY CIRCULATION^	1,709	2,198	-489	-22.25%
SUNDAY PATRON COUNT^	870	1,069	-199	-18.62%
PUBLIC SERVICES				
REFERENCE QUESTIONS - ADULT	3,202	3,421	-219	-6.40%
REFERENCE QUESTIONS - CHILD	1,232	1,311	-79	-6.03%
TOTAL REFERENCE QUESTIONS	4,434	4,732	-298	-6.30%
COMPUTER USE ADULT & TEENS	2655	2956	-301	-10.18%
COMPUTER USE CHILDREN	454	354	100	28.25%
TOTAL COMPUTER USE	3,109	3,310	-201	-6.07%
IN-HOUSE DATABASE SEARCHES	3,906	21,260	-17,354	-81.63%
REMOTE DATABASE SEARCHES	2,994	511	2,483	485.91%
WEBSITE VISITS	5,922	6,474	-552	-8.53%
HOLDS ON SHELF PULLED	1,696	808	888	109.90%
ILL--LOANS	2,826	768	2,058	267.97%
ILL--BORROWS	1,803	500	1,303	260.60%
PROGRAMS CHILDRENS	53	50	3	6.00%
PROGRAMS CHILDRENS ATTENDANCE	1,429	1,308	121	9.25%
PROGRAMS TEEN	2	7	-5	-71.43%
PROGRAMS TEEN ATTENDANCE	16	42	-26	-61.90%
PROGRAMS ADULT	7	7	0	0.00%
PROGRAMS ADULT ATTENDANCE	118	169	-51	-30.18%
NOTARY	14	9	5	55.56%
VOLUNTEER HOURS	213	108	106	98.14%
MEETING ROOM USAGE-OUTSIDE GOUPS	12	12	0	0.00%
MEETING ROOM USAGE-INHOUSE	49	45	4	8.89%
STUDY ROOM USAGE	241	192	50	25.85%
COLLECTION INVENTORY				
ITEMS ADDED	1,226	1,105	121	10.95%
ITEMS DELETED	1,170	911	259	28.43%
TOTAL LIBRARY HOLDINGS	184,760	180,733	4,027	2.23%

#Out of service for the month

^4 Sundays 2014-5 Sundays 2013