



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: February 22, 2013
Re: Monthly Report – January 2013

GENERAL ADMINISTRATION

- Town Manager John Salomone attended various CROCOG, MidState and CTCMA meetings.
- Mr. Salomone continued work related to the AFSCME union contract negotiations.
- Mr. Salomone met with staff and union representatives regarding various personnel issues.
- Mr. Salomone met with residents and area business owners to address various issues and concerns as needed.
- Mr. Salomone met with department heads and Finance staff to review departmental budget requests for the 2013-14 Town Manager's Proposed Budget.
- Mr. Salomone conducted interviews for the Certified Police Officer hiring process as well as the Highway Equipment Operator III promotional process.

Paid overtime during the month of January 2013 was as follows: Note that overtime costs include all instances and may be charged to non-operating budgets (i.e. road projects).

- Overtime was as follows:

HIGHWAY DEPARTMENT	Overtime Hours	Cost
VEHICLES AND EQUIPMENT	10.8	\$ 479.07
WEEKEND STAND-BY AND CALL-IN	16.0	\$ 744.00
ROAD MAINTENANCE	0.0	\$ 0.0
TRAFFIC DIVISION	4.0	\$ 159.12
SNOW	343.4	\$ 14,312.99
TOTALS	374.2	\$ 15,695.18
PARKS AND GROUNDS DIVISION	Overtime Hours	Cost
Cemetery	138.5	\$ 5,425.00
Snow/Ice	22.0	\$ 1,672.00
TOTALS	160.5	\$ 7,097.00

POLICE DEPARTMENT	12-13 Budget Overtime Appr.	Overtime Expended 12-13 YTD	11-12 Budget Overtime Appr.	Overtime Expended 11-12 YTD
Administration	\$ 6,734.00	\$ 2,421.04	\$ 6,998.00	\$ 3,261.23

Patrol	592,745.00	432,637.47	563,361.00	364,294.34
Investigation	77,582.00	20,957.34	73,567.00	37,651.02
Communication	117,787.00	95,022.03	107,966.00	95,660.82
Education/Training	107,795.00	33,107.22	100,698.00	61,563.48
Support Services	40,751.00	-804.63	40,452.00	19,389.67
Animal Control	<u>7,548.00</u>	<u>1,090.12</u>	<u>9,567.00</u>	<u>3,373.61</u>
Total	\$873,360.00	\$584,430.59	\$ 900,609.00	\$ 585,194.17
HIGHWAY DEPARTMENT				
Highway Operations	\$ 29,225.00	\$ 19,522.49	\$ 29,225.00	\$ 12,249.03
Snow and Ice Control	137,119.00	60,397.57	137,119.00	78,721.00
Traffic	8,684.00	2,718.98	8,684.00	3,258.45
Vehicles and Equipment	28,981.00	13,114.89	29,981.00	15,217.62
Leaf Collection	<u>55,937.00</u>	<u>38,401.53</u>	<u>55,937.00</u>	<u>43,908.39</u>
Total	\$259,946.00	\$ 134,155.46	259,946.00	\$ 153,354.49
PARKS AND GROUNDS				
Parks and Grounds	\$142,799.00	\$ 61,820.49	\$ 142,799.00	\$ 64,139.25
Cemeteries	<u>15,635.00</u>	<u>9,476.62</u>	<u>15,635.00</u>	<u>6,669.62</u>
Total	158,434.00	\$ 71,297.11	\$ 158,434.00	\$ 70,808.87

PERSONNEL

- Dave Caron was promoted to the Equipment Operator III position effective January 28, 2013.
- An internal posting for the Equipment Operator II position was posted on January 30 with a closing date of February 6.
- A public posting for a part-time Library Technician position was posted on December 20, with a closing date of January 9, 2013. Over 80 applications were received. The testing and interview process will continue through February.
- Sergeant Derek Sutton retired on January 4 and Master Police Officer Mark DiChiara retired on January 17, 2013.
- Neil Dougherty was appointed to the Certified Police Officer position effective January 28.

RISK MANAGEMENT

2012-13 Blue Cross/Blue Shield Plan Year

The sixth month of the 2012-13 plan year produced a combined paid claim total that was higher than those estimates that were developed at renewal. The monthly claims for the 2012-13 plan year were estimated at \$666,755. The total paid claims for December 2012 were \$750,549. The breakdown for the Town and Board of Education is as follows:

	<u>Cumulative Claims through December 2012</u>		
	<u>Town</u>	<u>Board of Education</u>	<u>Total</u>
Estimated Claims	1,008,516	2,992,014	4,000,530
Actual Claims	968,402	3,501,672	4,470,074

FACILITIES MANAGEMENT

- The Facilities Manager attended several Town Hall Building Committee meetings during January and also met with the project facilitator during the month to review the progress of the project and help determine next steps towards design. The Facilities Manager also met with the CIP committee for review of facility capital requests. The manager was also in attendance at the Public Works Team meeting during the month of January
- The Facilities Group completed 38 formal work orders during the month of January at the various Town Buildings.
- Library: The skylight repairs were completed as scheduled during November, interior repairs were discussed with the Library Director and staff and a decision was made to delay repairs for a short time to ensure that all leaks have been repaired before cosmetic work proceeds. This interior work will begin during March after contract award. The Facility Manager also investigated methods of reducing the

drafts into the lobby of the building when the automatic doors are opening during extreme cold conditions. Options will be discussed during the next month after an approach has been determined and costs evaluated for remediation of the problem.

- Security Upgrades: Preliminary designs for security upgrades began in July for the Library and Senior Center. Items reviewed included new security cameras and keying systems for the buildings. New cameras were to be installed during October after the IT group had verified the necessary hardware needed for their connection to the Police department system but this has been delayed due to work load within the IT group. (No Change)
- Transition Academy Roof Replacement: Designs were completed by the Facilities Director for this roof replacement and bid proposals were received and reviewed but the project cannot begin until the BOE has determined the status of state funding that may be allowed. As a result, this project may not be undertaken until spring due to the weather. (No change).
- Kelsey House: Problems with the electrical service were investigated by the Facilities Manager and it was discovered that water was leaking into the main electrical panel in the home from the service at the road. Coordination with CL&P to resolve the problem was completed in one day due to the safety issues involved.
- Senior Center: Preliminary designs were reviewed with the Senior Center staff for a minimal remodel in their cafeteria to accommodate a "bistro" type setting in an effort to make the center more inviting to the public.

INFORMATION SYSTEMS AND TECHNOLOGY

- Completed 161 formal work orders.
- The Town's website had approximately 26,787 visits during the month, 71,583 page views with an average of 2.67 pages viewed per visit. The Town, Library, and Town Employment Opportunities Homepages were the most frequently visited pages.
- Mr. Thad Dymkowski, GIS Technician, provided several GIS maps for various departments, handled public data requests, worked on several mobile data terminal issues for police department staff.
- Mr. Dymkowski and Mr. Paul G. Boutot, Director of Information Technology, met with Assistant Town Manager, Ms. Rae Ann Palmer, to discuss the Town of Newington providing GIS services for the Town of Wethersfield.
- Mr. Scott Hoagland, Application/ Network Specialist and Mr. Boutot upgraded the town's financial system. The upgraded system was brought online on January 9, 2013.
- Mr. Hoagland was provided with Microsoft SQL Report Writing training to support the Finance Department's need to extract reporting data from the financial system.
- Mr. Hoagland updated the boards and commission minutes and agendas web pages.
- Mr. Hoagland worked with the Town Planner to improve their reports for zoning enforcement officer.
- Applications were updated for the Tax Collector, Assessor's Office and Police Department.
- Mr. John Bolduc, Network Administrator/ Project Leader worked on the following:
 - Active Directory restructuring
 - Exchange 2010 mail migration. This task approximately is 95% complete.
 - File and print server migration. This task is approximately 50% complete.
 - Installed and configured additional storage for Video Management Server.
- Mr. Boutot and Police Chief Richard Mulhall met with KTI, a Computer Aided Dispatch and Record Management System provider to discuss their applications.
- Mr. Boutot assisted Deputy Fire Chief Robert Regina with providing vendors interested in responding to the Town's Enterprise Door Access Request for Proposal # 4. Vendors were provided to walk through the first phase of the project so they could accurately quote bids.
- Mr. Boutot met with Mr. John Salomone, Town Manager, Mrs. Ann Harter, Director of Finance and Mrs. Lisa Rydecki, Deputy Finance Director, to discuss Information Technology's budget request for fiscal year 2013-2014.

FINANCE

Accounting and Administration

- With the support of the Information Technology Department, an upgrade to the MUNIS financial software was implemented on January 10th.
- Department budget hearings were conducted through out the month as part of the 2013-14 budget process.
- Ms. Harter, Director of Finance, and Lisa Rydecki, Deputy Finance Director prepared analysis for the CIP Committee meetings which they attended on January 10th and January 24th.
- Several year-end 2012 tax reporting tasks were completed during the month of January including the generation of 1099's and W-2's.

Major grants received during the month include the second installment (25%) of the Education Cost Sharing (ECS) grant in the amount of \$3,223,982. 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)

1/31/2013

	<u>Interest Earnings</u>		<u>\$ Invested</u>
	<u>Budget</u>	<u>Actual</u>	
	<u>FY2012-13</u>	<u>Year to Date</u>	
General Fund	\$100,000	\$18,719	\$18,919,455
Special Revenue Funds	1,357	2,400	2,294,453
Capital Projects Funds	400	663	608,214
Internal Service Fund	3,004	2,457	3,694,744
Trust and Agency Funds	632	784	1,146,746
TOTAL, ESTIMATED BY FUND			\$26,663,612

INVESTMENTS, BY INSTITUTION TYPE

(Unaudited)

1/31/2013

	<u>Interest %</u>		<u>Interest \$</u>		<u>\$ Invested</u>
	<u>Current</u>	<u>Last</u>	<u>Current</u>	<u>Last</u>	
	<u>Month</u>	<u>Month</u>	<u>Month</u>	<u>Month</u>	
STIF	0.16	0.19	1,720	2,110	\$16,440,784
CLASS PLUS	0.02	0.02	43	44	2,945,542
Bank North	0.20	0.20	718	716	4,226,365
People's Bank	0.35	0.30	598	515	2,011,915
Sovereign	0.30	0.30	163	56	1,039,006
Total Outstanding Investments					\$26,663,612

Rates reflect avg. monthly yield, annualized

Assessor

- The October 1, 2012 grand list which includes all personal property, motor vehicle, and real estate accounts was completed and filed with the Town Clerk on Wednesday January 30, 2013 at 9:30 a.m. The net 2012 grand list decreased from the October 1, 2011 list by \$26,829,604. The completed October 1, 2012 Grand List of net taxable property list is subject to further adjustments by the Board of Assessment Appeals, pending, and future court cases:

**TOWN OF NEWINGTON
2012 NET GRAND LIST**

CATEGORY	2011	2012	PERCENT CHANGE	DOLLAR CHANGE
REAL ESTATE	\$2,213,614,991	\$2,188,702,373	-1.1%	-\$24,912,618
PERSONAL PROPERTY	\$134,169,320	\$134,889,100	0.5%	\$719,780
MOTOR VEHICLE	<u>\$216,492,043</u>	<u>\$213,855,277</u>	-1.2%	<u>-\$2,636,766</u>
TOTAL	\$2,564,276,354	\$2,537,446,750	-1.0%	-\$26,829,604

MANUFACTURING EQUIPMENT EXEMPTION

	2011	2012	PERCENT CHANGE	DOLLAR CHANGE
GROSS PP	\$186,917,060	\$203,070,880	8.6%	\$16,153,820
MFG & OTHER	<u>\$52,747,740</u>	<u>\$68,181,780</u>	29.3%	<u>\$15,434,040</u>
NET PP	\$134,169,320	\$134,889,100	0.5%	\$719,780

- This decrease is primarily attributable to corrections due to a declining real estate market relative to the 2011 revaluation, increased exemptions, and the acquisition of real property by the town. This decrease is mitigated by adjustments that were made to the 2011 grand list coupled with an increased reduction due to legal actions that were utilized to develop the current budget. Therefore this decrease will likely have an insignificant affect on the mill rate calculation.

Revenue Collector

- Revenue Collections for January for Real Estate, Personal Property & Motor Vehicles amounted to \$27,532,850.67. The Supplemental Motor Vehicle taxes collected were \$510,748.18 and \$170,168.97 was collected for prior year taxes. This figure is higher than normal due to the upcoming Tax Sale on February 6. As we near the sale, our original listing for February 6 included 31 properties, and as of today, 13 remain unpaid.
- January's collections were .56% lower than last year's total percentage for the cumulative figures through the month. All categories, real estate, personal property and motor vehicle fell short, but the supplemental motor vehicle bills were a little ahead. Since the last day to pay taxes is February 1st, the February figures will better reflect our actual percentage when the month ends.

TOWN CLERK

- There were 527 documents filed on the land records during the month of January.
- Thirteen Foreclosure Registrations were filed.
- 59 property sales conveyed for a total of \$71,116,364.
- \$40,958 was collected in State conveyance tax, and \$13,201 was collected in Town conveyance tax.
- There was one noteworthy residential sale at 9 Winding Brook Lane for \$410,000.
- The office filed 175 mortgages and 191 releases.
- Staff certified 68 copies of vital records and issued eleven burial and six cremation certificates.
- Five Notary Public commissions and five Trade Name certificates were recorded.
- The Town Clerk attended two workshops sponsored by the Connecticut Conference of Municipalities (CCM): on January 8th the topic was "Achieving Excellence in Customer Service", and on January 23rd the workshop covered the "Nuts & Bolts of Being a Supervisor".
- The Town Clerk and Assistant Town Clerk participated in a webinar sponsored by our vendor, Cott Systems, in preparation of the roll-out of the updated dog license software.
- On January 28th the Town Clerk swore-in a Police Officer and attended the Hartford County Town Clerks Meeting.
- On January 31st the Town Clerk met with two Town Committee members to discuss various options for enhancing and streamlining the Boards and Commissions Report which is posted on the Town's website. Several small changes were incorporated and the report now includes Newington Town Committee members for both major political parties.

DATA SUMMARY JANUARY 2013				
	<u>Jan. - 13</u>	<u>Jan. - 12</u>	<u>FY 12/13 to Date</u>	<u>FY 11/12 to Date</u>
Land Record Documents	527	475	3889	3141
Dog Licenses Sold	21	13	468	407
Game Licenses Sold	128	92	296	225
Vital Statistics				
Marriages	20	7	145	130
Death Certificates	21	43	173	209
Birth Certificates	19	15	169	185
Total General Fund Revenue	\$ 30,640.80	\$ 21,950.67	\$ 307,590.04	\$221,801.06
Town Document Preservation	\$ 980.00	\$ 876.00	\$ 7,306.00	\$ 5,794.00
State Document Preservation	\$ 980.00	\$ 876.00	\$ 7,320.00	\$ 5,810.00
State Treasurer (\$26 fee)	\$ 17,640.00	\$ 15,768.00	\$ 131,256.00	\$104,508.00
Locip	\$ 1,470.00	\$ 1,314.00	\$ 10,938.00	\$ 8,709.00
State Game Licenses	\$ 855.00	\$ 571.00	\$ 2,834.00	\$ 2,561.00
State Dog Licenses	\$ 143.00	\$ 70.00	\$ 2,895.00	\$ 4,198.00
Dog Licenses Surcharge	\$ 48.00	\$ 28.00	\$ 1,045.00	\$ 946.00
Marriage Surcharge	\$ 114.00	\$ 38.00	\$ 893.00	\$ 950.00
Grand Total	\$ 52,870.80	\$ 41,491.67	\$ 472,077.04	\$355,277.06

POLICE DEPARTMENT

- Sergeant Derek Sutton retired on January 4 and Master Police Officer Mark DiChiara retired on January 17, 2013.
- After completing the final testing exams, Neil Dougherty was offered the position of police officer. He was sworn in as a police officer on January 28th. Officer Dougherty was formerly employed by Glastonbury Police Department.
- The Police Department still has one opening left; therefore, three candidates are continuing in the background phase of the hiring process.
- A Promotional Ceremony for Sergeant Jamie Freeman and Sergeant Ryan Dean was held on January 11th.
- Patrol Calls for January are as follows:

ALARMBURG	93	F/OTHER	1	NEIGHBOR	1
ALARMHOLD	7	F/STRUC	14	NOISE	12
ANIMAL	9	F/TROUBLE	1	NOTIFICATION	1
ASSAULTIP	1	F/VEH	1	OPENDOOR/WIN	7
ASSAULTREP	2	F/WATER	2	PARKINGVIOL	27
ASSIST	40	FINGERPRINT	33	PISTOLPERMTEMP	14
BADCHECKNSF	3	FIREWORKS	1	PROPFOUND	9
BREACHIP	10	FOLLOWUP	52	PROPLOST	1
BREACHREP	3	HARASSMENT	22	RECOVEREDMV	3
BURGIP	2	HAZARD	34	SERVSUBPOEN	1

BURGREP	4	ILLEGALDUMPING	1	SERVWARRANT	25
CARSEAT	7	INTOXICATED	9	SEXASSAULTRE	4
CHECK	100	JUVCOMP	7	SPECDETAIL	86
CLEARLOT	1	K9	21	STOLENMV	2
COURT	22	K9OTHER	1	SUICIDE	1
CRIMMISIP	2	LARCFROMMV	7	SUICIDEATT	2
CRIMMISREP	8	LARCIP	19	SUSPICIOUSIP	79
CSO	2	LARCREP	45	SUSPICIOUSREP	22
CUSTOMERIP	6	LOCATION	207	TESTPOLICE	2
CUSTOMERREP	2	LOCSCHOOL	1	THREATIP	3
DOG	40	LTA	1	THREATREP	2
DOMESTICIP	20	M	207	TOBACCO	2
DOMESTICREP	8	MISSING	11	TOW	20
DRUG	4	MVABAND	3	TRAFFIC STOP	457
DUI	1	MVAEVADING	19	TRESPASSIP	3
EDP	20	MVAINJURY	8	TRESPASSREP	2
ESCORT	35	MVAPROP	82		
F/ALARM	11	MVASSIST	60		
F/HAZMAT	3	MVCOMPLAINT	40		
				TOTAL FOR NPD	2,092

Patrol Investigations

- Investigations and calls by Patrol Officers in January included:
 - Officers were detailed to Dick's Sporting Goods Store for a larceny in progress. Dispatch reported that a red pickup truck was involved and was last seen exiting the parking lot with an unknown direction of travel. Additional districts were dispatched to the area to assist in locating the vehicle. When officers arrived, they spoke with a witness who is a store employee. The witness stated that she was in the front of the store when she observed a red pickup truck with a rear bed cover parked in the fire lane directly in front of the store. She described the truck as maroon in color with a white or grey tailgate and provided the registration plate. As soon as she saw the truck, she observed a black male exiting the store. The male was carrying approximately 10-14 winter coats toward the store entrance. He passed all points of sale as he pulled the doors open and ran outside, still carrying the coats. She also stated that she watched as the male threw the coats into the rear window of the truck, which appeared to have been smashed out, and jumped into the passenger's side of the truck. The witness described the suspect and concluded her statement by estimating that the total cost of the stolen jackets was approximately \$2,500.00. Later during the week, officers were sent to Aldi's Food Stores, for an investigation of a shoplifting that just occurred. While en route, officers were told that the vehicle involved is a red Chevy pick-up with a red cap on it with a primer grey tailgate. Several officers responded to the area but the vehicle was not located. The investigating officer spoke with the manager on duty, who stated that she was working at a register at approximately 11:30 AM when two black males entered the store. When she greeted them they were not responsive and continued to the rear of the store. She thought that they were suspicious so she kept an eye out for them. One of the males, wearing an all black sweat shirt, came to the front of the store carrying an Aldi's "eco bag" full of meats and other unidentified groceries. The store employee approached this black male and asked if he had a receipt for the items in the bags. He told her yes and kept on walking out of the store without showing her any receipt. The employee said that she then approached the second black male. She described him as tall, maybe 6'3" with a thinner build wearing a black jacket with red on it. She asked him for a receipt and he told her that he had it. He was carrying a garbage bag with unknown grocery items in it. She said as they spoke the first black male came back in the store and told the second one to "come on, let's go." They both then walked out and got into a red pick up truck with a red cap. The black males were in the driver and front passenger seats of the red pick up and left the parking area northbound on the Berlin Turnpike. The Manager was unable to provide an exact inventory of the items taken but stated that it included several rib roasts and other meat products. Based on

the volume of the items in the bags the two suspects were carrying she estimated that the value was approximately \$400.00.

- The police department was contacted by West Hartford Police. They responded to a shoplifting at a department store in their town. Upon their arrival and investigation they located the red pick-up truck in question along with two black males. In the front seat of the vehicle in plain view there were two brown Aldi's eco bags. One contained three packages of bacon and a pork loin roast. The pork roast had an Aldi food stores price label attached. Newington officers responded to West Hartford and were able to identify the two individuals as the suspects in the Newington larcenies. The suspects were later turned over to Newington PD by West Hartford Police. The suspects were charged with: 53a-48/53a-125b Conspiracy to commit larceny in the sixth degree and 53a-125b larceny in the sixth degree. These suspects are also suspects in four other larceny incidents in Newington and numerous others in surrounding towns including the incident at Dicks Sporting Goods. Arrests for these incidents will be by warrants in the future.
- Officers were sent to 2608 Berlin Turnpike for a complaint of a larceny of metal pipes that had just occurred. The vehicle was described as red and silver truck with the stolen metal racks hanging out of the back. One officer went directly to the scene and the second officer responded from the center of Newington. Upon arrival of the first officer, he met and spoke with the complainant. He stated that on 1/2/13 he was working at the family business, Galaxy Carpet, on the Berlin Turnpike. A customer came in and told him that he heard noise coming from the back. The complainant said that the customer saw someone putting metal in the back of a truck. He ran outside to look and saw a red and gray truck pulling out of the lot quickly. He wasn't able to grab a license plate of the vehicle as it pulled out. The vehicle pulled out so quickly that he heard cars on the turnpike beeping their horns. The complainant called the police right away and gave a description of the vehicle. As the second officer was responding east on East Cedar Street, he saw a red and gray pick up with metal racks hanging out of the bed of the truck as it was traveling westbound on East Cedar Street. Because it matched the description of the suspect vehicle this vehicle was stopped on East Cedar Street near Hawley Street. Upon approaching the vehicle, the officer requested the operator's license and vehicle registration and then asked about the metal racks in the back of the truck. The operator stated that he had just been at Galaxy Carpet on the Berlin Turnpike and that the metal in his truck had come from there. He stated that it was junk metal that had been thrown away. Also in the vehicle was a female passenger. The passenger stated that the operator picked her up at her hotel room on the Berlin Turnpike and together they had driven to the side of Galaxy Carpet where the operator had gotten out and started loading the metal into the vehicle. She claimed that she asked the operator if he had permission to do this and he had told her no and that it's "just lying around." The operator was then arrested and charged with 53a-123 larceny in the second degree and detained on a bond of \$10,000. The value of the stolen racks/shelves totaled \$18,000.
- In January, Detective Division personnel:
 - Handled 79 investigations, 55 remain ongoing and 24 were closed by investigative methods.
 - Served 27 arrest warrants, 25 by Patrol Officers and 2 by Detective Division personnel
 - A detective located a vehicle that is known to be operated by an individual who had two outstanding arrest warrants for sale of marijuana. The arrest warrants were obtained as a result of undercover narcotics work conducted by the detective division. At the time the detective observed the vehicle, it was unoccupied and parked outside a local residence. The detective set up surveillance on the vehicle waiting for the operator to return. When the operator returned to the vehicle, the detective recognized him as the subject of the arrest warrants. The suspect was taken into custody and charged with offenses related to the possession and sale of Marijuana.
 - During the month of January 2013 the detective division initiated an undercover narcotics operation that took place at a motel on the Berlin Turnpike. This operation resulted in the arrest of a 23 year old Middlefield man for narcotics related charges including Possession of Narcotics (crack cocaine) with Intent to Sell.
 - Detectives proceeded to the Hartford Correctional Facility on January 16th 2013 to interview a suspect in an armed robbery that occurred on 10/24/12 at Newington Foodland, 60 Walsh Avenue. Detectives developed the suspect information as a result of our involvement in the Greater New Britain Shooting Task Force. Among the advantages of participating in such a task force is the opportunity to share information and compare cases with investigators from surrounding agencies. During the interview the suspect confessed to committing the Newington robbery. A warrant for his arrest is pending.
- In January, the Community Service Officer (CSO):

- Created a Sexting and Technology presentation to be presented to St. Mary parents in February.
- Attended the monthly Chamber of Commerce meeting.
- Conducted a Girl Scout Tour.
- Conducted Stealth stat monitoring on several streets in town.
- Finished up paperwork before transferring back to the Patrol Division on 01/27/2013.

UCR/NIBRS Selected Crimes

Type of Crime	<u>December 2012</u>		<u>December 2011</u>	
	Preliminary # of Offenses	Value of Crime	# of Offenses	Value of Crime
Murder	0	0	0	0
Forcible Rape	1	0	1	0
Robbery	1	26	3	\$564
Assault	6	0	6	0
Burglary	6	\$4,587	20	\$14,725
Larceny Theft	44	\$28,380	58	\$91,069
Auto Theft	1	\$3,090	2	\$14,000
Totals	59	\$36,083	90	\$120,358
1 st Quarter Totals	196	\$158,755	161	\$235,734
2 nd Quarter Totals	245	\$191,465	224	\$232,364
3 rd Quarter Totals	235	\$256,764	250	\$288,767
4 th Quarter Totals	217	\$252,306	231	\$285,087
Yearly Totals	893	\$859,290	866	\$1,041,952

- In December 2012, the Police Department arrested 69 adults; 1 for robbery, 3 for assaults, 3 for burglary, 1 for auto theft, 2 for vandalism, 9 for narcotic violations, 2 offenses against family and children, 9 for DUI, 2 for disorderly conduct, 19 for larcenies, and 17 for other miscellaneous offenses. The Department also referred 6 persons under the age of 18 for criminal acts; 3 for assaults, 1 for larceny, 1 for drug violations, and 1 for other miscellaneous offenses.
- Police Department Overtime
 - Comparison
 - OT December \$ 63,771 (2 paychecks)
 - OT January \$ 70,269 (2 holidays)
 - Total decrease \$ 6,498
 - There were four recruits at the Police Academy in January, one certified new hire in training, one officer vacancy, and one officer on Active Military Leave. These vacancies in Patrol have an impact on the overtime for a total of 7 positions not filled in the police department. The department has worked diligently to keep overtime to a minimum during this substantial loss of staffing due to retirements.
 - Administration overtime of \$0 is a decrease of \$517.
 - Patrol overtime of \$56,845 is an increase of \$7,490. Overtime increased due to the 2 holidays during this reporting, vacancies that create overtime, and responses to a suicide and missing persons.
 - Detective Division overtime of \$490, is a decrease of \$913. Overtime included evidence processing, and investigations.
 - Communications overtime \$9,921 is an increase of \$3,225. Overtime costs included coverage for leave time and two holidays.
 - Education overtime of \$1,458 is a decrease of \$897 for training classes. Training overtime for officers' recertification.
 - Support Services overtime of \$1,555 is a decrease of \$1,731. Overtime included a Youth Adult Council meeting and holiday pay.
 - ACO overtime of \$0, there is no change over last month.

FIRE DEPARTMENT

- The following is a report of the activities of the Newington Fire Department for the month of January, 2013. During this period fire department members responded to 56 alarms or emergencies. A summary of these alarms and a manpower response breakdown is detailed below:

	January 2013	7 Months Activity
Residential	10	76
Commercial, Industrial, Office	0	18
Hospital, School	1	7
Vehicle	1	9
Rescue, Police Assistance	2	29
Dumpster, Rubbish, Grass, Brush, Leaves	0	17
Hazardous Materials/Clean up	7	24
Investigative Alarm	10	105
False Alarm	9	33
Mutual Aid/Standby	2	8
Carbon Monoxide Investigation	9	43
Water Related Incidents/Pump-Outs	5	20
Total	56	389

Training Summary

Multi-Company Training	Ice/Cold Water Rescue - Co. #1 & 4	65 hours
	Ice/Cold Water Rescue - Co. #2 & 3	97 hours
Officer Training	Discipline for the Company Officer	44 hours
Driver Training	Road Time	11 hours
	Pre-Trip Inspection	3 hours
Company Training	Lockout Policy Review	6 hours
	Equipment Placement	15 hours
Capitol Region Training		9 hours
Department Training	Natural Gas Emergencies	142 hours
Task Force Training Meeting		13 hours
Cadet Training	Salvage/Overhaul/Ventilation	26 hours
Total		431 hours

FIRE MARSHAL

- The Fire Marshal's Office completed the following activities during the month of January, 2013.

INSPECTIONS	16
INSPECTION FOLLOW-UPS	28
PLAN REVIEW	4
JOB SITE INSPECTIONS	4
FIRE INVESTIGATIONS	0
FIRE ALARM TROUBLE	0
COMPLAINTS	8
HAZ/MAT	0
BLASTINGS	0

Incidents:

- There were no significant fire incidents or injuries reported during the month.

Fire Marshals Activities:

- Responded to 34 fire calls during the month.
- Attended the monthly meeting of the Capitol Region Fire Marshals Association in Rocky Hill.
- Met with Board of Education personnel to review special locking arrangements and fire code egress requirements.
- Attended the monthly meeting of the Newington Board of Fire Commissioners at fire headquarters.
- Attended the quarterly Employee Health & Safety Committee meeting at town hall.

- Attended a meeting with the Town Manager and Finance Director to review the proposed 2013-2014 Fire Department Budget.
- Conducted the quarterly Local Emergency Planning Committee meeting at Town Hall.
- Attended the monthly staff meeting at Town Hall.
- Attended the quarterly Capital Region Emergency Planning Committee meeting in Hartford.

HIGHWAY DEPARTMENT

Administration

- Attended various staff meetings
- Met with residents to discuss various issues and concerns
- Administered and completed Operator III practical exam and interview process
- Attended equipment reserve fund meeting
- Continued roadway repair assessment and evaluations with Town Engineer
- Attended Departmental Budget Meeting for 2013-2014 Fiscal Year
- Attended LEPC Meeting
- Administered Target Solutions safety training on-line courses for Highway Personnel

Roadway Maintenance

- Highway operators continued with Landfill material processing
- Completed Town-wide Christmas tree collection
- Continued with curb pick up
- Cleaned retention basins on Hawley Street
- Continued with Town wide litter and graffiti control
- Continued with Town wide pothole patching
- Highway personnel dispatched for four snow/ice events for a total accumulation of 7.0 inches
- Crews completed snow removal in Town Center on January 3rd
- Highway employees began Target Safety On-Line courses
- Operator began roadside cutting with sidebar mower borrowed from the Town of Prospect

Traffic Division

- Assisted Highway crews with snow plowing operations
- Installed and/or repaired missing/damaged street name and regulatory signs
- Began the blanket replacement of worn out regulatory and warning signs in designated areas
- Assisted Police Department installing speed detection boxes
- Assisted Human Services in traffic control for Food Share Program

Fleet Maintenance

- Continued with service and repairs to all snow fighting equipment
- Continued the outfitting of one (1) new police vehicle
- Performed routine preventative maintenance along with emergency repairs on all Town vehicles and equipment
- Assisted Highway crews in snow plowing operations

Sanitation/Recycling/Landfill

- Scheduled 243 residential bulk items for collection
- Scheduled 63 condominium bulk items for collection
- Scheduled 8 condo/residential scrap metal items for collection
- 3,724 tons of cumulative Municipal Solid Waste were collected from July 1 through December 31, 2012
- 1,425 tons of cumulative recyclables were collected from July 1 through December 30, 2012
- 687 mattresses collected from July 1 through December 31, 2012
- Issued 11 permanent landfill permits and 1 temporary permits

TOWN PLANNER

Town Plan and Zoning Commission Actions

Regular TPZ Meeting on January 9, 2013:

- Voted to Recommend the Newington Town Council accept a Drainage Easement at 26 Mill Street Extension on property owned by the Newington Housing Authority.

Town Planner Activities:

Approved, Pending, and Future TPZ Applications

- January 16: Met with real estate agent re division of property at 239 Maple Hill Avenue.
- January 18: Met with new owner of old gas station at 476 Fenn Road.
- January 29: Met on site with contractors for Victory Gardens development.
- January 31: Met with owner of local Dunkin Donuts re outdoor seating.

CTfastrak/Amtrak Corridor Planning:

- January 16: Attended ConnDOT presentation on CTfastrak.
- January 25: Participated in Newington Junction Planning Study subcommittee meeting.

Grant-Writing Activities:

- January 30: Attended Small Cities grant application workshop.

Other Boards and Committees:

- January 7: Attended ACHIEVE Committee meeting.
- January 8: Attended ACHIEVE Physical Activity subcommittee meeting.
- January 11: Attended Low Impact Development (LID) steering committee meeting.
- January 23: Attended Sign Regulations subcommittee meeting.
- January 29: Attended Low Impact Development (LID) steering committee meeting.

Miscellaneous:

- January 3: Attended CCM training on "Customer Satisfaction".
- January 14: Attended CT Commission on Aging forum at LOB in Hartford.
- January 23: Spoke to Newington Rotary Club at monthly meeting.
- January 24: Met with Town Manager to review proposed annual budget.
- January 1-31: Met with Zoning Enforcement officer six times to discuss specific zoning enforcement issues.
- Received and replied to approximately 34 phone calls from citizens and applicants seeking information on zoning and other land use issues.
- Received and replied to approximately 72 emails from citizens and applicants seeking information on zoning and other land use issues.

TOWN ENGINEER

- During the month of December, no excavation permits issued.
- Engineering staff assisted applicants in the preparation of Inland Wetland applications. The Town Planner continued to assist with the administration efforts for Agent Approval applications.
- The Town Engineer participated and provided technical support at (5) Inland Wetland meetings this month. The Toll Brothers development for the Russell Road parcel continued the public hearing phase of the application process. The Town Engineer and staff coordinated additional meetings and data preparation with the respective experts (geological\blasting, ecological) in preparation for continuing public hearing meetings.
- Engineering staff attended a CT Fastrak public informational meeting held in the Town Hall.
- The Town Engineer and Highway Superintendent participated in a C.I.P. meeting and continued with the road evaluation process. The road evaluation process is a method of field evaluation, compilation of data (catalog) and the development of a 5-year road repair/reconstruction program.
- The Town Engineer participated in the monthly CRCOG Transportation Committee meeting.
- Engineering staff continues to meet with a number of residents and/or applicants (monthly), discuss and perform site analysis as it relates to future Inland Wetland applications.
- Site plan and project reviews continued for both Inland Wetlands and Town Plan & Zoning Commissions.
- The Town Engineer participated in a municipal engineering roundtable/seminar.
- Engineering staff continues to research drainage easements and roadway deeds as necessary to determine ownership and maintenance responsibilities.
- The Town Engineer attended a conference amongst all parties associated with the Market Square project closing.
- Engineering staff researched audible phase crossing devices including the solicitation of contractors for installation estimates.
- The Town Engineer attended the monthly public works team meeting.
- Engineering staff attended a meeting with D.E.E.P. outlining framework and the importance of (L.I.D.) low impact development techniques. Staff has initiated a search for both a project site and materials to facilitate the program requirements.

BUILDING DEPARTMENT

- An application was submitted to demo and rebuild a house that had extensive fire damage. It is located at 46-48 Greenlawn Avenue.
- An application was submitted to demo inside 290 Vineyard Avenue which had extensive fire damage.
- Applications were submitted to build 2 residential townhouse buildings. A four unit building for 74, 76, 78 & 80 Harvest Court and a two unit building for 82 and 84 Harvest Court. The trade applications for these buildings were submitted also.

Seminars attended by our Inspectors for their continuing education credit were:

- D. Jourdan - Residential Water and Sprinklers: 2009 IRC Chapter 29 – Jan. 8, 2013
- R. Smith - Gas & Vacuum Systems: 2002 NFPA 99-C – January 17, 2013
Residential Water and Sprinklers: 2009 IRC Chapter 29 – Jan. 30, 2013
- D. Zwick - Residential Water and Sprinklers: 2009 IRC Chapter 29 – January 8, 2013
Fundamentals of the 2003 IEBC – January 16, 2013
- A. Hanke - Residential Water and Sprinklers: 2009 IRC Chapter 29 – January 30, 2013

Building Department activity for the month of January was as follows: The Inspectors completed a total of 133 Inspections. They were: A/C Installation (1), Above Ceiling (1), Apartment Inspection (2), Boiler (1), Complaint (1), Electrical (17), Final (48), Footing (1), Framing (2), Gas Line (13), Insulation (5), Piers (1), Rough (37), Site Visit (2), Slab (1).

The total number of Building/Renovation Permits issued for the month of January was **154** producing a total permit value of **\$2,389,944.00**. They are categorized as follows:

<u>TYPE OF PERMIT</u>	<u># OF PERMITS</u>	<u>VALUE OF PERMITS</u>
ADDITIONS /ALTERATIONS	17	312,682.00
DECK	2	6,000.00
DEMOLITION	2	1,500.00
ELECTRICAL	43	219,057.00
FENCE	0	0.00
FIRE SUPPRESSION / SPRINKLER	0	0.00
FOOTING / FOUNDATION	0	0.00
FUEL TANK	3	3,995.00
GARAGE / SHED	0	0.00
MECHANICAL	36	596,326.00
NEW COMMERCIAL	1	10,000.00
NEW RESIDENTIAL	7	1,053,000.00
PLUMBING	33	134,529.00
POOL	0	0.00
ROOFING / SIDING	4	29,855.00
SIGN	6	23,000.00
TENT	0	0.00
TRAILER	0	0.00
TOTAL	154	\$2,389,944.00

The total Building income fees received in the month of January was **\$28,720.00**

The total fees for other income were as follows: Town Planning and Zoning (Applications/Publications) \$795.00, Environmental \$300.00, Conservation \$300.00, Zoning Board of Appeals \$0.00, Copies, Books

and Maps \$186.50, Driveway / Excavation \$25.00, Engineering copies \$83.00. The other total income is \$1689.50.

Below is a comparison of the Permit Values for January 2013 and January 2012:

	<u>2013</u>	<u>2012</u>
Value of Permits issued for December:	\$2,389,944.00	\$1,361,735.00
Fees for Permits issued for December:	\$28,720.00	\$16,936.00
Other income Fees for December:	\$1,689.50	\$1,003.50
Building Permits Issued for December:	158	113

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

<u>2012-2013</u>		<u>2011-2012</u>	
<u>Value</u>	<u>Permit Fee</u>	<u>Value</u>	<u>Permit Fee</u>
\$28,640,599.00	\$323,171.50	\$9,691,972.00	\$105,139.00

HUMAN SERVICES

- The Food Bank assisted 158 households, with 798 bags of groceries distributed.
- Open Air Market served 133 households on 2 bi-weekly days of distribution this month.
- The Clothing Closet served 25 households, providing 32 bags of clothes.
- The Special Needs Fund assisted 6 households with 7 bills, 2-utility, 1-housing and 4 medical-related bills. Six were for senior residents.
- 11 Operation Fuel applications were completed as residents eligible for CRT heating assistance quickly exhausted limited benefits.
- The Social Casework Program had a marked increase with an active caseload of 105 with 39 new referrals. Presenting issues included financial difficulties, housing, substance abuse, health, mental health, health insurance, and domestic conflict. Staff continued to follow-up on several police referrals related to emergency medical and mental health needs.
- The Youth and Family Counseling Program handled a caseload of 32, with 5 new cases. Contractors provided 71 clinical therapy sessions and made 71 contacts with families and other agencies.
- Several staff attended the School Safety Forum and Director Futoma offered our department availability and written materials for coping with such events and concerns.
- Winter/Spring SCORE registration continued through the month, with an active cycle beginning February 1, 2013. 51 youth are registered for a variety of programs.
- January ROPE went well, with classes averaging 20 students per session.
- The 8th Grade ABC program continues to have steady participation and planning a spring community service project.
- Ten 9th-10th grade students are now participants in the Self-Awareness group. They will meet twice monthly, plan a community service project and enjoy hiking and canoeing trips.
- Three people provided community service, averaging a need to complete 20 hours. 60 hours were completed.
- Staff attended several trainings & workshops and meetings.
- Director Futoma and Youth Worker, Rik Huggard met with several other youth bureaus, to plan a youth leadership conference the end of April.
- There was one youth brought before the Juvenile Review Board this month.
- Plans are underway to start a CERT (Community Emergency Response Team) in Newington, with a public informational meeting scheduled for February 25, 7pm at Town Hall.
- Director Futoma and Coordinator LaBrecque and several other town human service departments, hosted and attended a legislative breakfast to share our concerns for continued funding to support prevention and mental health, especially in the wake of the events of Sandy Hook. Our department is exploring ways to enhance our services and programs in these areas.
- Several staff attended a Veteran's Behavioral Health forum to learn more about veteran service needs
- 3 new college student interns were interviewed and oriented to the department and began their assignments.

January 2013 Statistics

Selected Programs	FY 12-13 Undp. Total This Month	FY 12-13 Undp. Total Last Month	FY 12-13 Cum. Undp. Total YTD	FY 11-12 Cum. Undp. Total YTD
Youth and Family Counseling	32	34	104	93
Positive Youth Development	69	106	1545	1649
Information and Referral	207	79	1120	4022
Social Casework Cases				
Under 55 = 31				
Over 55 = 61	105	86	285	243
Food Bank Households	158	162	1063	1177
Special Needs	6	4	60	96

SENIOR AND DISABLED CENTER

- The Senior and Disabled Center was transformed into a winter wonderland this month. Local Girl Scouts delivered hundreds of snow flakes that were created in memory of the victims of Sandy Hook. That community was overwhelmed with support and asked that the snowflakes be displayed locally. They are both beautiful and a testament to the thoughtfulness of our children.
- Center Director Dianne Stone joined approximately 150 people from all corners of Connecticut, including community leaders, legislators, providers and the public at a "Livable Communities for All Ages" forum on Jan. 14th in the LOB. This forum was co-sponsored by the state Commission on Aging and Connecticut Conference of Municipalities. This event kicks off further effort to support municipalities with preparing for an aging population.
- Planning and development in collaboration with the National Council on Aging and other grantees continued on the Aging Mastery Program. The actual program will begin at the end of March.
- Ms. Stone worked with the Coordinator of the Matter of Balance program, an evidence based falls prevention class, on an approach to delivering this program to the deaf older adult population.
- Center staff, along with Facilities Manager Bob Korpak, met with the architect on preliminary plans to renovate the Coffee Shop area of the cafeteria. It is anticipated that this project can be funded through donations including a small bequest from a long time member.
- On January 11th, the students from the Newington Academy provided a post-holiday brunch at the Center. It was a very friendly and enjoyable event.
- On January 24th, Chris Olson, Rehab Director, and Pat Peterson, Physical Therapist, of Bel-Air Manor spoke about the basics of balance, how to maintain your balance and techniques for preventing falls. Refreshments were also provided by Bel-Air Manor.
- The Center roof continues to deteriorate. Roof leaks are becoming more frequent and more damaging, and new ones are developing with each incidence of bad weather. Staff and participants look forward to the new fiscal year.
- The Center currently has 1,888 paid members with an additional 644 residents registered for Dial-A-Ride.
- More than 140 participants have enrolled in the Membership Plus Fitness with 2/3 of them using the room in the month.
- 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 2,387 by 440 people (with only one scanning station available). New hardware has been ordered to replace the failing equipment.
- Dial-a-Ride provided 1,323 trips covering 3,679 miles during regular hours.
- Center staffing was complemented by 702 hours of unpaid service in 260 instances by 56 volunteers.

PARKS AND RECREATION

Administration

- Superintendent met with staff regarding various work assignments and issues.
- Superintendent met with staff and union representatives regarding various personnel issue.
- Superintendent met with members of the Public Works Committee.
- Superintendent attended meetings held by the Building Committee.
- Superintendent met with residents and area business owners to address various issues and concerns as needed.
- Superintendent met with other Department Heads on various projects in Town.
- Superintendent reviewed the request proposals for pool analysis services for both the Mill Pond Park and Churchill Park pools.
- Superintendent and Director of Administrative Services interviewed representatives of Weston and Sampson CMR, Inc. and TLB Architecture, LLC in regards to the pool analysis services.
- Superintendent and staff went took a tour of the Mansfield Community Center.
- Superintendent met with the Town Manager and Finance Director to review the proposed Parks & Recreation budget.

Recreation Division

- Most Winter programs began in early January and registration is ongoing.
- Staff has been communicating with facilitators to secure sports camp programs for the summer.
- Training for our Aquatic staff was held on Wednesday, January 2nd at the Newington High School Pool, and included an overview of emergency procedures and rescue skills practice in the water.
- Registration for Creative Playtime Preschool Program for the 2013-2014 school years began on January 29th for current families and siblings.
- A 7th & 8th grade dance was held on January 11th with 235 youths in attendance. Two full shopping carts of food were donated to Human Services.
- Preliminary planning has begun for the 2013 Summer Playground program.
- A contract was signed (and a deposit sent) with Atlas Pyro Vision Productions for the 2013 Extravaganza fireworks.
- A one year contract was signed with Northeast Midways to provide the carnival for the annual Extravaganza for July 18, 19 & 20.

Upcoming - Recreation Division

- The Spring Program Guide will be distributed to Newington residents in the March issue of Newington Life, which is scheduled for distribution around February 23rd.
- Creative Playtime Preschool Program's Open House is scheduled for Wednesday, February 6th.
- A bus trip to Mohegan Sun Casino will be offered on Saturday, February 23rd. All proceeds will be used to support the fireworks at the 2013 Extravaganza.
- The information for the 2013 Golf Tournament will be mailed to town businesses and last year's Tournament participants and sponsors. M. Lach will be working to secure at least five new sponsors for this year.
- Camp Sunrise Applications are now available on the town website and being accepted through Glastonbury Parks & Recreation beginning February 5. Camp Sunrise is a summer recreational program for special needs children ages 3 to 21 serving Glastonbury, Newington, Rocky Hill, Wethersfield and Cromwell.
- A meeting with representatives from spring youth sports teams and NHS Athletic Director Chris Meyers will be held on February 25 to determine and coordinate field needs.
- A meeting with the Men's Softball Advisory Committee will be held on February 12 to discuss the new eligibility requirements and other rules and regulations for the upcoming season. After this meeting (within a few weeks), the Committee will meet with representatives from all teams who are planning to participate in the 2013 season.

Parks and Grounds

- Crew members made some repairs to the gym floor at the community center as well as some needed bleacher repair.
- Crew members repaired an accumulation of broken picnic tables and then distributed them back to the parks.

- Crew members have begun pruning the Crab Apple trees we have to maintain through out the town.
- Crew members took down the Christmas decorations early in the month and put them in storage.
- Division personnel responded to four incidents of snow/ice.
- There were 11 interments in Town Cemeteries this month.
- Division personnel were offline a total of 21 days this month.

LIBRARY

- The Adult Winter Reading Program “Pop Open a Good Book” kicked off on 1/8 with 215 people registering online or in person. Lisa Masten, Jeanette Howes and Ruth Block made it a fun day for all. By January 31st, 422 people were participating in the program.
- The Children’s Winter Reading Kick-Off on 1/12 was a huge hit with stories, crafts, relay races and lots of popcorn to help “Pop Open a Good Book!” 152 children are signed up.
- Tax forms are in high demand, but the IRS hasn’t sent out many forms or booklets yet. Joan Quasnitschka produced bookmarks with online tax links to hand out while waiting.
- Shirlee-Ann Kober sent out an Educators’ e-Newsletter to all school personnel and a Business e-Newsletter to all Chamber of Commerce members. She also attended the monthly Chamber of Commerce meeting.
- The Friends’ Wine & Cheese Social on Jan. 25 was a big hit, with 159 people attending. Entertainment included an Elvis impersonator, the Newington High School Jazz Combo, a raffle and door prizes. Thanks to the Friends for this successful fundraiser!
- Since the Newtown school shooting, we have been asked if the library has an emergency lockdown policy. Karen Futoma, Carol LaBrecque and Kelly Urbanowicz from Human Services came to our Jan. staff meetings and gave us tips on dealing with patrons with mental illness.
- Personnel: Jennifer Bassett started her new Reference/Teen position on 1/23. We received 88 applications for the children’s PT position. Testing will be on 2/5 and 2/9.
- Budget: The operating budget was submitted to the Town on 1/4/13, and staff and the Board Budget Committee chair met with the Town Manager on 1/22 for a budget review.
- Technology: we went live with a new e-book platform called Freading, and subscribed to a new e-magazine service called Zinio, which will have 41 e-magazines available starting Feb. 7. They are both available to Newington residents through the library’s website.
- We’re getting a high number of requests for help with e-readers, and Karen Benner has been helping with patron appointments. She is also busy preparing for Feb. classes on the Freading e-book platform and the Zinio e-magazine platform we just subscribed to.
- Town IT staff installed an upgrade to the library’s circulation and cataloging software.
- Our library consortium is considering a new system for all 27 libraries, and staff is helping to evaluate the 7 vendors by serving on task forces and attending demos.
- Adult programs included a “Pop in for a Good Movie” series; a Thursday evening book discussion. 39 people attended the job program, *Breaking Through Employment Barriers*. Computer classes included *Excel Charts & Graphs*; and *Intermediate e-mail*. Terri Planco facilitated a book discussion at Cedar Mountain Commons and books were delivered to 2 homebound patrons.
- Volunteers put in 100 hours of service this month.
- Cynthia Wolcott arranged a 30 piece art display from high school art classes with teacher, Heather Sawtelle. Heather also recently painted murals in the library’s Children’s Room.
- In addition to regular story times, children’s activities included programs sponsored by the Friends of the Library: *Tales to Tails*; *Read, Rattle & Roll*; *Explore Together*; *Cookbook Club*; *Play with Us*; *Play for All*; *Just a Story and a Song*; *Construction Club*; a special education workshop and a Girl Scout program. Children’s staff continues to do book discussions at the middle school and other outreach to the schools.
- Teen programs included a *Teen Art Show*; Newington High School Book Clubs; *The Paranormal Book Club*; *The Manga Book Club*; *Reviving 500 Years of Civilization*; and 3 study & snack sessions. Teen Librarian, Bailey Ortiz, chaired a YA Roundtable at the Cora Belden Library in Rocky Hill.
- Building: Lynn Caley has been managing building issues, from problems with heating, to blown circuits, elevator and front door issues, issues with the cleaners and the copiers, and keeping sidewalks clear of snow and ice.
- Tucker Interiors installed a new bookcase in the Teen area to allow more room for the crowded collection.

- On Jan. 11 Guardian Pest Control did an inspection for bedbugs in the library and found no evidence of any. We plan to do quarterly inspections.
- The library is experiencing inconsistencies in temperature and lack of ventilation throughout the building. Facilities staff keeps making adjustments, but we're still waiting for Johnson Controls to calibrate the system and get things working properly.
- Repairs on the leaking skylight have been completed, and we are waiting for Facilities to replace water-damaged ceiling tiles in the Children's Room.
- A new plaque was installed in the Children's Room acknowledging Bertha Hannah McCristy, founder of Keeney Mfg. Co., who donated funds for a children's play area many years ago. The original plaque was taken down during a 1987 expansion and lost.
- Security issues: Staff continues to find evidence of stolen items in the stacks and staff areas. Staff found pages ripped out of books containing the barcode and security tag and the book is gone. Books on CD cases have been found empty on the shelves. This month the total retail price of the 3 books found was \$30.90 for two (no barcode for the 3rd), bringing the total loss since September to more than \$800. We are waiting for IT, Facilities and the Police Department to coordinate installation of much needed security cameras at the library.
- The Director held monthly staff meetings; library department heads meetings and individual meetings with department heads and other staff. She attended meetings for Circulation, the Library Board, the Friends of the Library, Town department heads, the budget, and a library directors meeting at Wethersfield Library.

MONTHLY STATISTICAL REPORT, LIBRARY, JANUARY 2013				
	2013	2012	Gain/Loss	%Gain/Loss
CIRCULATION				
ADULT	21,555	22,323	-768	-3.44%
CHILDREN	8,934	9,967	-1,033	-10.36%
YOUNG ADULT	762	921	-159	-17.26%
DVD'S	7,906	8,378	-472	-5.63%
DOWNLOADABLE BOOKS	563	455	108	23.74%
E-READERS	18	15	3	20.00%
MUSEUM PASSES	39	36	3	8.33%
TOTAL CIRCULATION	31,251	33,211	-1,960	-5.90%
CUMULATIVE CIRCULATION YTD	227,071	234,645	-7,574	-3.23%
DAYS OPEN/MONTH	29	28	1	3.57%
AVERAGE DAILY CIRCULATION	1,078	1,186	-108	-9.15%
PATRON COUNT	17,308	19,003	-1,695	-8.92%
AVG. PATRON COUNT PER DAY	597	679	-82	-12.06%
SELF CHECKOUT CIRCULATION^	0	839	-839	-100.00%
TOTAL # CARDHOLDERS	12,080	12,412	-332	-2.67%
SUNDAY CIRCULATION	2,670	2,566	104	4.05%
SUNDAY PATRON COUNT	1,299	1,234	65	5.27%
PUBLIC SERVICES				
TOTAL REFERENCE QUESTIONS	5,036	6,501	-1,465	-22.53%
TOTAL COMPUTER USE*	4,414	2,739	1,675	61.15%
TOTAL DATABASE SEARCHES	13,552	14,794	-1,242	-8.40%
WEBSITE VISITS	10,192	7,932	2,260	28.49%
INTERLIBRARY LOAN--LOANS	947	994	-47	-4.73%
INTERLIBRARY LOAN--BORROWS	739	684	55	8.04%
PROGRAMS CHILDRENS	56	71	-15	-21.13%
PROGRAMS CHILDRENS ATTENDANCE	1,277	1,919	-642	-33.45%
PROGRAMS TEEN	6	6	0	0.00%
PROGRAMS TEEN ATTENDANCE	69	85	-16	-18.82%
PROGRAMS ADULT	11	10	1	10.00%
PROGRAMS ADULT ATTENDANCE	524	404	120	29.70%
NOTARY TRANSACTIONS	5	13	-8	-61.54%
VOLUNTEER HOURS	100	192	-92	-47.92%
MEETING ROOM USAGE-OUTSIDE GROUPS	16	16	0	0.00%
MEETING ROOM USAGE-LIB. PROGRAMS	51	49	2	4.08%
STUDY ROOM USAGE	238	264	-26	-9.68%
TOTAL LIBRARY HOLDINGS (ITEMS)	173,385	167,781	5,604	3.34%

*2013 figures include all computer use due to CASSIE upgrade

^ The self check-out terminal was out of service for all of January