



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: April 19, 2013
Re: Monthly Report – March 2013

GENERAL ADMINISTRATION

- Town Manager John Salomone attended various CRCOG, 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 continued to meet with Facilities Director Bob Korpak and staff regarding Town Hall space needs.
- Mr. Salomone met with Finance staff, department heads and the CIP Committee to discuss various aspects of the budget and to finalize the proposed 2013-14 budget.
- Mr. Salomone presented the Town Manager's proposed budget for FY 2013-14 and attended Council deliberations regarding the budget.

Paid overtime during the month of March 2013 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	4.8	\$ 222.43
WEEKEND STAND-BY AND CALL-IN	20.0	\$ 930.00
ROAD MAINTENANCE	0.6	\$ 22.46
TRAFFIC DIVISION		
SNOW	393.9	\$ 16,139.04
TOTALS	419.3	\$ 17,313.93
PARKS AND GROUNDS DIVISION	Overtime Hours	Cost
Cemetery	32.0	\$ 1,190.00
Snow/Ice	170.0	\$ 6,051.00
TOTALS	202.0	\$ 7,241.00

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	\$ 3,455.10	\$ 6,998.00	\$ 4,547.73
Patrol	592,745.00	525,067.74	563,361.00	485,120.37
Investigation	77,582.00	30,307.03	73,567.00	54,838.37
Communication	117,787.00	113,752.22	107,966.00	139,618.99
Education/Training	107,795.00	42,692.25	100,698.00	65,220.72
Support Services	40,751.00	10,377.79	40,452.00	28,534.99
Animal Control	<u>7,548.00</u>	<u>1,249.24</u>	<u>9,567.00</u>	<u>3,594.95</u>
Total	\$873,360.00	\$726,901.37	\$ 900,609.00	\$ 781,476.12
HIGHWAY DEPARTMENT				
Highway Operations	\$ 29,225.00	\$ 16,737.27	\$ 29,225.00	\$ 70,646.60
Snow and Ice Control	137,119.00	143,008.54	137,119.00	54,943.96
Traffic	8,684.00	2,436.54	8,684.00	4,882.88
Vehicles and Equipment	28,981.00	12,873.85	29,981.00	38,634.59
Leaf Collection	<u>55,937.00</u>	<u>38,401.53</u>	<u>55,937.00</u>	<u>36,990.88</u>
Total	\$259,946.00	\$ 213,457.73	259,946.00	\$ 206,098.91
PARKS AND GROUNDS				
Parks and Grounds	\$142,799.00	\$ 95,373.80	\$ 142,799.00	\$ 129,260.79
Cemeteries	<u>15,635.00</u>	<u>10,993.88</u>	<u>15,635.00</u>	<u>9,009.41</u>
Total	\$158,434.00	\$ 106,367.68	\$ 158,434.00	\$ 138,270.20

PERSONNEL

- Library Director Donna Miller gave notice to resign effective April 12.
- The written and practical testing process for the Equipment Operator II position continued in March.
- Clinical Services Coordinator Kelly Urbanowicz gave notice to resign effective April 5. A public job posting for the position was posted on March 7 with a closing date of March 28.
- A job posting for temporary, seasonal Parks Maintainers was posted on March 13 with a closing date of March 27.
- Rebecca Cobb was appointed to the part-time Library Technician position, effective April 22.
- An internal union posting for the Groundskeeper I position was posted on March 7 with a closing date of March 14. No internal applications were received. Part-time grounds maintainer Richard Ramenda was appointed to the Groundskeeper I position effective March 25.

RISK MANAGEMENT

2012-13 Blue Cross/Blue Shield Plan Year

The eighth month of the 2012-13 plan year produced a combined paid claim total that was lower than those estimates that were developed at renewal. The monthly claims for the 2012-13 plan year were estimated at \$796,028. The total paid claims from the Health Benefits Fund for February 2013 were \$744,569. 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 February 2013</u>		
	<u>Town</u>	<u>Board of Education</u>	<u>Total</u>
Estimated Claims	1,344,688	5,023,536	6,368,224
Actual Claims	1,331,857	4,520,435	5,852,292

FACILITIES MANAGEMENT

- The Facilities Manager attended the Public Works Team meeting during the month and attended the Town Manager's staff meetings.
- The Facilities Manager began work on several proposals for contract maintenance of various commodities to be issued for bid during June for award after new budgets are in place in July.

- The Facilities Group completed 39 formal work orders during the month of February at the various Town Buildings.
- **Security Upgrades:** Preliminary designs for security upgrades were begun during 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).
New keyed access controls were reviewed during the month and all necessary parts were ordered during the month for the Library and the Senior and Disabled Center. Lead time for these systems is approx. six to eight weeks and installation will begin once all parts are on site.
- **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).
- **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. Cost estimates for the work were submitted to several vendors for review.
Due to a pipe leak in the employee break area of the center, it was necessary to remove all damaged walls and affected flooring to eliminate the possibility of mold. The entire area has been repaired and returned to use.
- **Historic Homes:** A lease with the Art League was negotiated to allow the group to utilize the space in the Kellogg Eddy home formerly the caretaker residence as an art studio and resulted in the move of the Art League from the Town Hall to this new venue.

INFORMATION SYSTEMS AND TECHNOLOGY

- Processed 37 citizen requests via the town’s website and 81 work orders.
- The Town’s website had approximately 16,512 visits during the month, 68,058 page views with an average of 2.55 pages viewed per visit. The Town, Library, Assessor’s Office and Town Employment Opportunities Homepages were the most frequently visited pages.
- Mr. Paul G. Boutot, Director of Information Technology/ GIS Services, met with Mr. John Salomone, Town Manager, Mrs. Ann Harter, Director of Finance and Mrs. Lisa Rydecki, Deputy Director of Finance to discuss Operating Budget Requests and Capitol Improvement Program budget requests for fiscal year 2014-2015.
- Mr. Boutot conducted a site at Hamden Police Department to review various storage area network (SAN) components and Server Chassis components that were being demonstrated within a lab environment. Mr. Boutot reviewed the equipment for performance and suitability for network operations.
- Mr. Boutot, Mr. John Bolduc, Network Administrator/Project Leader and Mr. Scott Hoagland, Application/Network Specialist, participated in an online demonstration of a Unitrends Backup Appliance. The device is being considered as a replacement to the town’s existing backup components. A demo unit is expected to arrive sometime in April for evaluation.
- Mr. Boutot attended a Capitol Region Council of Governments (CRCOG) fire department committee meeting.
- Mr. Bolduc completed firmware updates on the town’s core virtualization servers, core storage area network nodes and also updated and patched SAN and virtualization software.
- Mr. Hoagland reconfigured several virtualized switches to bring them in compliance with standard settings across the network infrastructure.
- Mr. Hoagland updated applications on the Library public workstation and training laptops.
- Mr. Hoagland provisioned and deployed a virtual desktop computer for use by both the Assessor’s Office and Revenue Collector to access State of Connecticut Department of Motor Vehicle records.
- Mr. Hoagland and Mr. Bolduc prepared the network infrastructure to accommodate a new video recording system being deployed for use in the Police Department’s interview rooms. A new state law that will take effect in 2014 requires police staff to record (audio/video) confessions or interviews involving certain crime types.
- Mr. Thad Dymkowski, GIS Technician, provided GIS mapping services for the following departments/projects:
 - Town Planning and Zoning Commission – Zoning change for state owned land
 - Police Department – Police Department – Patrol Officer’s in-vehicle map book

- Facilities Manager/Board of Education – BOE Bus Garage facility
- Central Connecticut Health District – Trail Map Project
- Mr. Dymkowski assisted Mr. Bolduc and Mr. Hoagland with network and application issues as needed.
- Mr. Dymkowski managed, updated town website as needed.
- Mr. Dymkowski assisted the Board of Education Administration with telephone troubleshooting issues.

FINANCE

Accounting and Administration

- The Town Manager’s 2013-14 budget was submitted in early March to the Newington Town Council. Throughout the month, preparation was made for the budget workshops that were conducted with the various departments.
- On March 11th, the Employee Insurance and Pension Benefits Committee met. Dave McCluskey of Lockton gave an update of the Town’s medical insurance program and Mark Shegoski and Ashley Martella of UBS reviewed the fourth quarter results of the Town’s pension funds.
- Analysis was prepared for the Town Council’s CIP Committee which met on March 14th.
- Lisa Rydecki, Deputy Finance Director, prepared the Town Manager’s Proposed Long-Range Capital Improvement Plan which was submitted to the Town Council on March 15th.
- The health benefits fund calculation was completed by March 20th in accordance with the memorandum of understanding. As a result, the Town has a projected credit of \$154,313 and the Board of Education has a projected credit of \$487,434. A final settlement of actual costs will be completed in September.

Major grants received during the month include the second installment of the Pequot Grant in the amount of \$80,183, School Construction Progress Payments for the OCR for \$134,518. 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)
3/31/2013

	<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	\$27,038	30,384,958
Special Revenue Funds	1,357	2,746	2,294,198
Capital Projects Funds	400	758	608,309
Internal Service Fund	3,004	2,894	3,844,406
Trust and Agency Funds	632	869	1,146,831
TOTAL, ESTIMATED BY FUND			\$38,278,702

INVESTMENTS, BY INSTITUTION TYPE

(Unaudited)
3/31/2013

	<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	0.08	0.12	1,149	1,536	\$17,245,264
CLASS PLUS	0.01	0.02	28	41	3,749,626
Bank North	0.20	0.20	718	648	4,227,732
People’s Bank	0.35	0.35	598	540	2,013,053
Sovereign	0.30	0.30	2,632	1,390	11,043,027
Total Outstanding Investments					\$38,278,702

Rates reflect avg. monthly yield, annualized

Assessor

- Real estate deeds were read and entered in the computer assisted mass appraisal system through the end of March.
- The Board of Assessment Appeals held 3 meetings during March. There were 31 appeals. Reductions that totaled \$827,065 were made to 20 accounts. More than half of the appeals were taken by owners of commercial properties. All notices of BAA appeals were mailed to property owners by the end of March.
- Income and expense forms were prepared for owners of commercial real estate as required by Connecticut state law.
- Applications for the elderly tax relief benefits program offered by the State of Connecticut continued during the month. This will be an on going program as applications will be taken through May 15, 2013.

Revenue Collector

- Revenue Collections for March for Real Estate, Personal Property & Motor Vehicles amounted to \$351,917.17. The Supplemental Motor Vehicle taxes collected were \$43,949.41 and \$44,009.64 was collected for prior year taxes.
- Intent to Lien Notices were sent to 297 real estate taxpayers notifying them a Lien will be filed if their 2011 Grand List taxes are not paid in full prior to April 15 at which time a Lien will be filed on the land records in the Town Clerk's Office.
- Demand Notices were sent to 2,184 motor vehicle taxpayers prior to issuance of Alias Tax Warrants.

TOWN CLERK

- There were 500 documents filed on the land records during March.
- 51 property sales were conveyed for a total of \$3,599,968. State conveyance tax collected was \$26,999.76; and \$8,999 was collected in Town conveyance tax.
- There was one residential sale that conveyed for over \$300,000.
- The office recorded 150 mortgages, 32 liens, 17 probate documents and 198 releases.
- Eighteen Foreclosure Registrations were filed.
- The office issued 18 burial permits, 10 cremation permits and certified 126 copies of vital records.
- Twelve Notary Public commissions and five Trade Name certificates were recorded.
- As a member of the Advanced Education Certification Committee of the Connecticut Town Clerks Association, on March 21st, the Town Clerk attended the Annual Meeting at the Bloomfield Town Hall. Members reviewed applications to determine which Town Clerks qualified for the advanced certification designation.
- Once again the Connecticut State Library is offering targeted grants to municipalities. The Town Clerk completed an application that would allow Newington to utilize the \$6,500 in funding to offset the cost of replacing the public pay-for-print system used by title searchers, attorneys and other constituents. The Town anticipates increased revenue of about \$5,000 annually once the new system is operational. During March the paperwork was submitted to the Town Council for their consideration in endorsing this initiative.

DATA SUMMARY MARCH 2013				
	<u>March - 13</u>	<u>March - 12</u>	<u>FY 12/13 to Date</u>	<u>FY 11/12 to Date</u>
Land Record Documents	500	483	4911	4066
Dog Licenses Sold	14	9	493	432
Game Licenses Sold	61	95	399	404
Vital Statistics				
Marriages	7	9	161	146
Death Certificates	44	28	241	261
Birth Certificates	31	35	212	224
Total General	\$ 25,373.42	\$27,131.20	\$ 357,370.83	\$276,760.26

Fund Revenue				
Town Document Preservation	\$ 951.00	\$890.00	\$ 9,154.00	\$ 7,565.00
State Document Preservation	\$ 950.00	\$890.00	\$ 9,166.00	\$ 7,566.00
State Treasurer (\$26 fee)	\$ 17,090.00	\$16,020.00	\$ 164,474.00	\$136,146.00
Locip	\$ 1,425.00	\$1,335.00	\$ 13,707.00	\$ 11,343.00
State Game Licenses	\$ 560.00	\$956.00	\$ 3,578.00	\$ 4,054.00
State Dog Licenses	\$ 98.00	\$87.00	\$ 3,069.00	\$ 4,379.00
Dog Licenses Surcharge	\$ 44.00	\$36.00	\$ 1,113.00	\$ 1,022.00
Marriage Surcharge	\$ 152.00	\$114.00	\$ 1,083.00	\$ 1,140.00
Grand Total	\$ 46,643.42	\$ 47,459.20	\$ 562,714.83	\$449,975.26

POLICE DEPARTMENT

- The Police Officer Entry Level and Certified Officer Hiring Process is ongoing. The Department currently has two openings for police officer.
- On March 8, Officer Matthew D’Esposito was appointed Midstate Accident Reconstruction/Traffic Enforcement Investigator.
- Patrol Calls for March are as follows:

AlarmBurg	90	F/VEH	2	NOISE	15
ALARMHOLD	8	F/WATER	4	NOTIFICATION	3
Animal	12	Fingerprint	36	OPENDOOR/WIN	9
ASSAULTIP	5	FOLLOWUP	88	PARKINGVIOL	9
ASSAULTREP	4	GUN	2	PISTOLPERMTEMP	18
ASSIST	36	Harassment	22	PROPFOUND	5
BREACHIP	11	Hazard	25	PROPLOST	5
BREACHREP	2	ILLEGALDUMPING	1	RECOVEREDMV	3
BURGIP	1	INDECENTEXP	1	SERVWARRANT	23
BURGREP	2	F/VEH	2	SEXASSAULTRE	1
Check	79	F/WATER	4	SpecDetail	88
CLEARLOT	9	Fingerprint	36	STOLENMV	7
COURT	22	FOLLOWUP	88	SuddenDeath	3
CRIMMISIP	2	GUN	2	SuspiciousIP	93
CRIMMISREP	20	Harassment	22	SuspiciousRep	20
CUSTOMERIP	10	Hazard	25	TESTPOLICE	2
CUSTOMERREP	1	ILLEGALDUMPING	1	ThreatIP	1
Dog	26	INDECENTEXP	1	THREATREP	3
DOMESTICIP	27	INTOXICATED	10	TOBACCO	1
DOMESTICREP	7	JUVCOMP	10	TOW	6
DRUG	2	K9	9	TRAFFIC STOP	533
DUI	9	K9OTHER	1	TRESPASSIP	5
EDP	17	LAND/TENANT	1	TRESPASSREP	1
ESCORT	22	LARCFROMMV	12		
F/ALARM	12	LARCIP	13		
F/COSYMP	1	LarcRep	38		
F/OTHER	4	LOCATION	94		
F/Rescue	2	LOCKOUTMV	1		
F/Struc	15	LOCKOUTRESID	3	TOTAL FOR NPD	2,032

Patrol Investigations

- Investigations and calls by Patrol Officers in March included:
 - Patrol officers were dispatched to Wal-Mart for a reported larceny in progress. Prior to their arrival, dispatch was notified that a male had just exited Wal-Mart without paying for a TV. Upon arrival, an officer located the suspect. The officer observed the suspect walking down the parking lot holding a TV box. As the officer approached the suspect, he told him to stop; however; the suspect put the TV on the ground and began to run. The officer began a foot chase after the suspect and was able to tackle him and force him to the ground. Once on the ground the suspect attempted to fight to get free. A second officer arrived and both officers were able to take the suspect into custody without further incident. According to Walmart employees, the suspect had taken the TV from the store and walked out the front doors. The employees confronted the suspect who then turned to the female employee and attempted to punch her in the face. The suspect then threatened to kill her. The suspect was charged with violation to C.G.S. sections 53a-136 Robbery 3rd Degree, 53a-167a Interfering with an Officer, 53a-125b Larceny 6th Degree, and 53a-62 Threatening 2nd Degree. He was held on a \$10,000 bond.
 - Officers were dispatched to an apartment in Newington for the report of a domestic violence incident. Dispatch stated a female was dragged by her boyfriend. Dispatch advised that the suspect was leaving the area in a red Chevy S-10 pickup truck. An officer located and stopped the vehicle on Route 5. Officers asked the male driver if he was involved in a domestic incident with his girlfriend. The driver said it was a verbal argument, but denied it becoming physical. Officers also responded to the apartment and spoke to the female victim. She stated she had an argument with her live-in boyfriend in the apartment. The boyfriend then began breaking glass vases and the remote control to the television before leaving the apartment. The female victim followed the boyfriend outside and asked him for her keys to her apartment. The boyfriend denied having them and the argument continued. The female then reached into the vehicle for the keys and the boyfriend grabbed onto her arm. The boyfriend held onto her arm as he began to drive out of the parking lot. During this time, the female was trying to run next to the vehicle, but could not keep up with it. She lost her footing and was dragged along next to the vehicle. The female then broke loose. She then tumbled over and struck her head on the parking lot surface. The victim had numerous injuries to include bleeding abrasions to her back, left knee, left hand, left hip and thigh and both feet. She also had swelling on the top of her head.
- In March, Detective Division personnel:
 - Handled 74 investigations, 55 remain ongoing and 19 were closed by investigative methods.
 - Served 24 arrest warrants, 18 by Patrol Officers and 6 by Detective Division personnel.
 - On March 15th, the Police Department took delivery of the Mid-State Chiefs of Police Major Crime and OUI processing vehicle. This piece of equipment, which will be housed and maintained by the Newington Police Department, will provide the towns of Newington, Wethersfield, Berlin, Rocky Hill, and Cromwell with the following capabilities:
 - A mobile crime scene processing laboratory with equipment including but not limited to an Air Science Safefume automatic cyanoacrylate fuming chamber, an Air Science downflow fingerprint dusting hood, several computer work stations, portable crime scene lighting sources, and a Smartboard. The crime scene processing element will also include the establishment of a Mid-State major crime scene processing team which will be commanded by Newington Lieutenant Michael Morgan and Wethersfield Lieutenant Mark Poisson.
 - Mobile OUI processing. The vehicle will be used during regional OUI checkpoints that will be occurring periodically in all five Mid-State communities. With the addition of this vehicle, officers working at OUI checkpoints will have the capability of processing offenders at the scene through the use of on board computer equipment and a Draeger Alcotest breath testing machine. The ability to process offenders at the scene will in many cases eliminate the need to transport offenders to the police department, therefore maximizing the time spent on detection and enforcement.
 - Equipment storage and work space for the Mid-State Accident Reconstruction Squad (MSARS).
 - On March 21st detectives served an arrest warrant for Angel Delgado. This was the result of a detective division investigation which determined that on October 24th 2012 Delgado entered the Citgo/Foodland Service Station located at 60 Walsh Avenue and robbed the clerk at gun point. Cash in the amount of \$1,556.00 was taken. Delgado was processed on the charges of Robbery

in the 1st Degree and Larceny in the 4th Degree. Delgado was detained on a \$100,000.00 court set bond.

- On March 26th, the detective division executed a search and seizure warrant at a local residence. The search and seizure warrant was the result of an investigation into marijuana grow operation. This operation resulted in the discovery of an active marijuana grow consisting of several marijuana plants, a large amount of harvested marijuana, and indoor growing equipment. Two residents of the home were arrested and charged with felony offenses including Cultivation of Marijuana and Operating a Drug Factory.

UCR/NIBRS Selected Crimes

Type of Crime	February 2013		February 2012	
	Preliminary # of Offenses	Value of Crime	# of Offenses	Value of Crime
Murder	0	0	0	-0-
Forcible Rape	0	0	0	-0-
Robbery	0	0	2	\$170
Assault	7	0	7	-0-
Burglary	2	\$859	7	\$7,191
Larceny Theft	37	\$72,937	42	\$34,410
Auto Theft	1	\$7,000	2	\$1,900
Totals	47	\$80,796	60	\$40,671

- In February 2013, the Police Department arrested 62 adults; 7 for assaults, 1 for burglary, 1 for weapon violation, 1 for sex offense, 9 for narcotic violations, 4 for offenses against family & children, 14 for DUI, 2 liquor law, 3 disorderly conducts, 8 for larcenies, and 11 for other miscellaneous offenses. The department also arrested or referred 3 persons under the age of 18: 1 for assault and 2 for narcotic violations.
- Police Department Overtime
 - Comparison
 - OT February \$ 68,704 (1 holiday)
 - OT March \$ 68,972
 - Total increase \$ 268
 - There were 4 recruits at the Police Academy in March, one certified new hire in training, 2 officer vacancies, one officer on Active Military Leave, and one officer on light duty. These vacancies in Patrol have an impact on the overtime for a total of 9 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 \$517 is a 0 increase due to holiday pay.
 - Patrol overtime of \$45,105 is an increase of \$1,208. Overtime included one holiday that was reflected in March's overtime (\$10,000), a sergeants meeting, and an Emergency Response Team call out to Manchester Community College,
 - Detective Division Overtime of \$5,256 is an increase of \$1,164. Overtime included evidence processing, warrants, and investigations.
 - Communications overtime of \$8,894 is a decrease of \$25. Overtime costs included coverage for leave time and one holiday.
 - Education overtime of \$2,750 is a decrease of \$4,084 for training classes. Training overtime for officers including active shooter training for employees.
 - Support Services overtime of \$6,291 is an increase of \$1,846. Overtime included a 3 -Youth Adult Council, a Hoopla event, meeting and holiday pay.
 - ACO overtime \$159 is an increase of \$159 for emergency coverage.

FIRE DEPARTMENT

- The following is a report of the activities of the Newington Fire Department for the month of March, 2013. During this period fire department members responded to 54 alarms or emergencies. A summary of these alarms and a manpower response breakdown is detailed below:

	March 2013	9 Months Activity
Residential	8	92
Commercial, Industrial, Office	5	26
Hospital, School	1	8
Vehicle	2	12
Rescue, Police Assistance	7	41
Dumpster, Rubbish, Grass, Brush, Leaves	1	19
Hazardous Materials/Clean up	2	48
Investigative Alarm	6	116
False Alarm	9	56
Mutual Aid/Standby	1	9
Carbon Monoxide Investigation	8	65
Water Related Incidents/Pump-Outs	4	27
Total	54	519

Training Summary

Multi-Company Training	Confined Space Rescue Co. #3 & Co. #4	56.5 hours
	Confined Space Rescue Co. #1 & Co. #2	98.5 hours
Driver Training	Road Time	45 hours
	Cone Course	25 hours
	Pre-Trip	4 hours
Company Training	On-Spot Chains	17.5 hours
	Bad Weather Operations	7.5 hours
	Line of Duty Deaths	
	Hydrogen Safety	30 hours
	Blood Borne Pathogens	4 hours
	CPR Refresher	28.5 hours
	Pump Training	65 hours
Officer Training	Fire Safety/Survival	50 hours
Target Safety		125 hours
Firefighter Officer Training Certification		56 hours
Cadet Training	Ropes/Knots/Hydrants	13 hours
Total		629 hours

FIRE MARSHAL

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

INSPECTIONS	28
INSPECTION FOLLOW-UPS	27
PLAN REVIEW	5
JOB SITE INSPECTIONS	5
FIRE INVESTIGATIONS	0
FIRE ALARM TROUBLE	0
COMPLAINTS	0
HAZ/MAT	0
BLASTINGS	0

Incidents:

- There were no significant fire incidents or injuries reported.

Fire Marshal's Activities:

- Responded to 34 fire calls during the month of March.
- Met with the Graduation Party Committee to review plans for this year's all night party at the high school.
- Met with town staff to review and update the CROCOG Natural Hazard Mitigation Plan.
- Attended a Special Town Council meeting along with the Chief Officers and Board of Fire Commissioners to review the annual fire department budget for 2013-2014.
- Attended the monthly Board of Fire Commissioners meeting at Company #3.

HIGHWAY DEPARTMENT

Administration

- Attended various staff meetings
- Met with residents to discuss various issues and concerns
- Administered Operator II practical exam
- Attended Town Council Budget review meeting
- Attended Environmental Quality Commission meeting
- Negotiated new electronic waste disposal agreement for the landfill
- Continued with roadway analysis for upcoming construction season

Roadway Maintenance

- Rebuilt oil recycling shed at highway facility
- Highway operators continued with Landfill material processing
- Personnel completed Target Solution on line safety training
- Continued with Town-wide curb pick up
- Cleaned catch basins in various locations
- Prospective candidates completed equipment training for practical Equipment Operator II exam
- Continued with Town wide litter and graffiti control
- Continued with Town wide pothole patching
- Highway personnel dispatched for 3 snow events totaling 13.8 inches of snow
- Crews cleaned debris/materials from drain pipe at the intersection of Main and Highland Street

Traffic Division

- Assisted Highway crews with snow plowing operations
- Installed and/or repaired missing/damaged street name and regulatory signs
- Continued with the blanket replacement of worn out regulatory and warning signs in designated areas (concentrating on Plow Route #5)
- Install speed boxes in various locations

Fleet Maintenance

- Mechanics began seasonal maintenance of street sweepers.
- Started spring services for Fire Department's apparatus.
- Began set up of new Fire Engine #4
- Continued with spring service of highway equipment
- Began spring services of Parks equipment
- Continued with routine preventative maintenance along with emergency repairs on all Town vehicles and equipment
- Assisted Highway crews in snow plowing operations and snow removal

Sanitation/Recycling/Landfill

- Scheduled 454 residential bulk items for collection
- Scheduled 59 condominium bulk items for collection
- Scheduled 7 condo/residential scrap metal items for collection
- 5,912 tons of cumulative Municipal Solid Waste were collected from July 1 through February 28, 2013
- 1,865 tons of cumulative recyclables were collected from July 1 through February 28, 2013
- 767 mattresses collected from July 1 through February 28, 2013
- Issued 18 permanent landfill permits and 6 temporary permits

TOWN PLANNER

Town Plan and Zoning Commission Actions

Regular TPZ Meeting on March 13, 2013:

- Approved Petition #05-13: Gas Station/Convenience Store at 476 Fenn Road.
- Approved Petition #06-13: Temporary Outdoor Seating for “Cinco de Mayo” event at 3260 Berlin Turnpike (“Plaza Azteca Restaurant”).
- Approved Petition #07-13: Outside Seating for “Dunkin Donuts” at 3384 Berlin Turnpike, 2601 Berlin Turnpike, and 548 Cedar Street.

Regular TPZ Meeting on March 27, 2013:

- Approved Petition #13-13: Peter J. Lavery Memorial Scholarship Event at 1989 Main Street (“Churchill Park”).
- Approved Petition #08-13: Freestanding Business Sign at 1095 Main Street (“Farmington Bank”).
- Approved Petition #09-13: Freestanding Business Sign at 2909 Berlin Turnpike (“Bonefish Grill”).

Town Planner Activities:

Approved, Pending, and Future TPZ Applications

- March 5: met with applicant for signage at Hartford Hospital Eye Surgery Center.
- March 14: attended ribbon-cutting at new Farmington Bank.
- March 14: attended meeting with developer of Packard’s Way subdivision.
- March 18: met with developer of “Harvest Ridge” to discuss MDC issues.
- March 26: met with attorney for new owner of Lowrey Place shopping center to discuss extension of site plan approval.

CTfastrak/Amtrak Corridor Planning:

- None.

Grant-Related Activities:

- March 1: met with DEEP person regarding LID project.
- March 1: LID committee meeting
- March 12: LID committee meeting to interview applicants for consulting contract.
- March 20: phone meeting with LID contractor to discuss scope of services.
- March 27: met with ED Director and Councilman Borjeson to discuss possible CRCOG grant.
- March 28: meeting of LID committee to approve scope of services.

Other Boards and Committees:

- March 4: attended ACHIEVE Committee meeting.

Miscellaneous:

- March 5: reviewed FY 2013-24 budget with Town Manager.
- March 6: attended Fair Housing training in Waterbury.
- March 7: met with prospective bidder on Lowrey Place shopping center.
- March 13: met with prospective bidder on Lowrey Place shopping center.
- March 19: met with prospective bidder on Lowrey Place shopping center.
- March 22: attended mixed-use workshop at Lyceum in Hartford.
- Received and replied to approximately 50 phone calls from citizens and applicants seeking information on zoning and other land use issues.
- Received and replied to approximately 66 emails from citizens and applicants seeking information on zoning and other land use issues.

TOWN ENGINEER

- During the month of March, six excavation permits were issued as follows:
 - 1 water main
 - 1 sewer manhole
 - 1 driveway
 - 3 utility trench excavations
- The 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 for the monthly Inland Wetlands meeting.

- Engineering staff attended a CT Fastrak public informational meeting held in the Town Hall.
- The Town Engineer participated in the monthly CROG Transportation Committee meeting and two (2) additional transportation subcommittee meetings.
- 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 attended a seminar on “Connecticut Land Use Law for Municipal Land Use Agencies, Boards and Commissions” sponsored by the CT Bar Association.
- The Town Engineer participated in the interview process for the selection of a consultant with regard to the Town of Newington L.I.D. initiative.
- The Town Engineer attended the monthly public works team meeting.
- Engineering staff attended a pre-construction meeting for the Harvest Development.

BUILDING DEPARTMENT

An application was submitted for alterations for the building at 476 Fenn Road for motor vehicle service use.

Work is continuing on the Berlin Turnpike for Starbucks, Chipolte, Bassett Furniture, Dibellas and Chase Bank. Starbucks is very close to getting their Certificate of Occupancy.

A large number of permits have been issued for generators due to power outages. Also a large number of oil to gas conversions permits has been issued.

Work is continuing at the Bonefish Restaurant located at 2903 Berlin Turnpike.

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

- D. Jourdan - Connecticut Natural Gas meeting on various topics regarding natural gas heating systems – March 20, 2013
- R. Smith - Connecticut Natural Gas meeting on various topics regarding natural gas heating systems – March 20, 2013
- Active Fire Protection Systems – March 12, 2013
- D. Zwick - Active Fire Protection Systems – March 5, 2013
- Change of occupancy in Existing Structures – March 7, 2013
- A. Hanke - Active Fire Protection Systems – March 12, 2013
- Change of Occupancy in Existing Structures – March 15, 2013

There was one Certificate of Occupancy issued in March. The Oasis Health Spa located at 127 Fenn Road.

Building Department activity for the month of March was as follows: The Inspectors completed a total of 140 Inspections. They were: Above Ceiling (2), Apartment Inspection (1), Boiler (1), CO (3), Decks (1), Electrical (22), Final (33),Footings (2), Framing (3), Gas Fireplace (4), Gas Line (11), Handicap (4), Incident Report (3), Insulation (16), Rough (29), Site Visit (3), Slab (2).

The total number of Building/Renovation Permits issued for the month of March was **117** producing a total permit value of **\$1,233,174.00**.

They are categorized as follows:

<u>TYPE OF PERMIT</u>	<u># OF PERMITS</u>	<u>VALUE OF PERMITS</u>
ADDITIONS /ALTERATIONS	22	814,883.00
DECK	0	0.00
DEMOLITION	0	0.00
ELECTRICAL	44	160,412.00
FENCE	0	0.00
FIRE SUPPRESSION / SPRINKLER	0	0.00
FOOTING / FOUNDATION	0	0.00
FUEL TANK	1	500.00
GARAGE / SHED	1	6,575.00

MECHANICAL	20	139,132.00
NEW COMMERCIAL	0	0.00
NEW RESIDENTIAL	0	0.00
PLUMBING	13	30,052.00
POOL	3	9,620.00
ROOFING / SIDING	8	60,400.00
SIGN	5	11,600.00
TENT	0	0.00
TRAILER	0	0.00
TOTAL	117	\$1,233,174.00

The total Building income fees received in the month of March was **\$15,427.00**

The total fees for other income were as follows: Town Planning and Zoning (Applications/Publications) \$615.00, Environmental \$60.00, Conservation \$0.00, Zoning Board of Appeals \$0.00, Copies, Books and Maps \$42.00, Driveway / Excavation \$525.00, Engineering copies \$172.25. The other total income is \$1,414.25

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

	<u>2013</u>	<u>2012</u>
Value of Permits issued for February:	\$1,233,174.00	\$1,311,522.00
Fees for Permits issued for February:	\$15,427.00	\$17,050.00
Other income Fees for February:	\$1,414.25	\$3,151.50
Building Permits Issued for February:	117	152

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>
\$30,683,011.00	\$349,741.50	\$11,906,322.00	\$129,574.00

HUMAN SERVICES

- The Food Bank assisted 145 households, with 767 bags of groceries distributed.
- Open Air Market served 167 households on 2 bi-weekly days of distribution this month. This was a significant increase over last month by about 30 households.
- The Clothing Closet served 30 households, providing 40 bags of clothes. This was an increase as spring rounds the corner and residents need spring/summer clothes.
- The Special Needs Fund assisted 6 households with 6 bills, 4-utility, 1-housing and 1 medical-related bill. 3 were for senior residents.
- 12 Operation Fuel applications were completed as residents eligible for CRT heating assistance quickly exhausted limited benefits. Winter application filing ended 3/15. Utility assistance thru Operation Fuel will restart in May.
- The Social Casework Program had an active caseload of 82 with 25 new referrals. Presenting issues included financial difficulties, housing, substance abuse, health, mental health, health insurance, and domestic conflict. Staff continues 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 37, with 5 new cases. Contractors provided 72 clinical therapy sessions and made 61 contacts with families and other agencies.
- The Clinical Services Coordinator handed in her resignation, effective April 8, 2013. She will provide contractual part time hours through the hiring process of her replacement, to maintain clinical services and continuity for her therapy clients.
- The Clinical Services Coordinator position has been posted with a closing date of March 28, 2013.
- Winter/Spring SCORE is going well with good participation.
- March clean-up and prep was done at the outdoor Challenge Course to reopen for Spring.
- March ROPE went well, with both groups working hard and highly motivated. We are looking forward to being outside again.

- The 8th Grade ABC program went camping the first weekend in March in Vermont. It was a snowy, cold weekend and challenging to stay warm in their yurt.
- The Youth Services Coordinator and the Director of Human Services provided an overview of department programs & services to the General Federation of Women Club, highlighting youth programs, as they recently gave us a donation to support the ABC program and our Special Needs Fund.
- The Self-Awareness group met twice this month, planning hiking, geo-caching and canoeing trips this spring.
- Four people provided community service, averaging a need to complete 40 hours. 40 hours were completed, with hours being carried over to April and beyond.
- Staff attended several trainings & workshops and meetings.
- Rik Huggard, Youth Program Coordinator continued to meet with several other youth bureaus, to plan a youth leadership conference the end of April.
- Two youths came before the Juvenile Review Board this month.
- CERT (Community Emergency Response Team) classes are being developed with at least one session starting April 2, 2013. Sufficient interest will allow a second class to be offered, as well.

March 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	37	34	143	175
Positive Youth Development	123	128	1796	1932
Information and Referral	322	198	1640	4530
Social Casework Cases				
Under 55 = 46				
Over 55 = 36	82	93	403	438
Food Bank Households	145	148	1356	1458
Special Needs	6	11	77	115

SENIOR AND DISABLED CENTER

- The Aging Mastery Program began with an orientation on March 21st with a full house of more than 40 participants (the target was 25). The first session on March 28th featured guest speaker Dr. Jason Melnyk from CCSU with a dynamic presentation on physical activity. The program will continue for 8 weeks with another 8 weeks of tracking at the end.
- The Center's first Craft Fair, to be held on Saturday, May 4th is taking shape with more than 30 tables rented to crafters of all kinds. In addition to the crafts, food and beverages will be available.
- The Kindergarten students from Ruth Chaffee School came to the Center to entertain with their annual musical revue on March 1st.
- Center Director Dianne Stone and Nurse Practitioner Stacie Zibel attended the NBC 30 Health and Wellness Expo at the Convention Center on Sunday, March 3rd with the goal of recruiting speakers for the Aging Mastery Program. Efforts were successful with several new contacts.
- On March 15th the movie "Cocoon" was presented on the big screen. The Holiday provided refreshments.
- On March 27th, UConn Pharmacy Doctoral students returned to the Center with a very informative presentation on medication/food interactions.

- Ms. Stone participated in a conference call with the National Council on Aging and USA Today to provide input into the development of the United States of Aging Community Discussion Guide. This is part of the larger trend toward developing livable communities.
- Information was submitted to Wethersfield as part of the application process for the State Matching Grant Program for Demand Response Transportation. Newington will again join forces with Wethersfield and Rocky Hill to provide access to out of town medical transportation.
- Ms. Stone attended a day long refresher training for the Chronic Disease Self Management Program, LiveWell. This training was mandatory to maintaining certification as a leader for this evidence based program developed at Stanford University and implemented nationwide.
- The Center currently has 1,757 paid members with an additional 644 residents registered for Dial-A-Ride.
- Close to 150 participants have enrolled in the Membership Plus Fitness. Attendance in the fitness room picked up considerable 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 2,991 by 548 people. New hardware was installed to replace the failing equipment.
- Dial-A-Ride provided 1,398 trips covering 3,744 miles during regular hours.
- Center staffing was complemented by 978 hours of unpaid service in 267 instances by 59 volunteers.

PARKS AND RECREATION

Administration

- Superintendent met with the Athletic Director on various issues.
- Superintendent met with representatives of Weston & Sampson Engineering, Inc. regarding the pool study.
- Superintendent gave a deposition on the DeWolf vs. the Town of Newington.
- Superintendent, Finance Director & Town Engineer did a report requested by a Town Council member.
- Superintendent met with staff regarding various work assignments and issues.
- Superintendent met with staff and union representatives regarding various personnel issues.
- 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.

Recreation Division

- The Department began accepting Churchill Park Picnic Reservations on March 6.
- Spring program registration for residents began on March 1 and for non-residents on March 15.
- A few spring programs began the week of March 25, while most other programs will begin the week of April 1. New programs included Art-Ventures in the Rainforest, Intro to Stand Up Paddle Boarding and an April Fool's Day program contest, which many residents enjoyed.
- Registration for new gardeners who wanted to participate in our Community Gardens program began March 27. Returning gardeners had until March 25 to renew their gardening spot from last year. With the additional spots made available last year, we have a total of 110 garden spots available to residents, and we have accommodated all interested gardeners so far in this popular program.
- M. Lach is working to publicize our 14th Annual Golf Tournament being held on Monday, May 13th.
- Extravaganza vendor applications were finalized and posted online for non-profit organizations, artists and crafters and corporate row participants.
- M. Lach is working to finalize all contracts for the Summer Concert Series.
- The last dance of the school year for 7th & 8th grade students was held on Friday, March 22nd with 220 students in attendance.
- K. Gallicchio met with representatives from youth sports organizations to discuss field usage.
- The Newington High School Boys' Lacrosse home games will be played at the Clem Lemire Synthetic Turf Field this season.
- All youth and travel basketball programs concluded.
- K. Gallicchio met with the Men's Softball Advisory Committee and representatives from the Men's Softball League to discuss the upcoming season, with a great deal of emphasis being placed on the new eligibility requirements for all players in the league.

Parks and Grounds

- Crew members scraped and painted our equipment trailers.
- Crew members continued to prune town crabapples trees this month as weather permitted.
- Parks personnel responded to several incidents of snow and ice early in the month.
- Due to the weather conditions division personnel started ballfield preparations much later than usual.
- Steve Tofeldt (GKIII) began the annual spring cleanup in West Meadow Cemetery - Removing all the winter decorations and topdressing new grave sites.
- Crew members started repairing the winter damage from plows to our grounds to prepare for the mowing season.
- There were seven interments in Town cemeteries in March.
- Division personnel were offline a total of 21 days in March.

LIBRARY

- At their opening ceremony, the new Farmington Bank in town awarded the library a foundation grant of \$1,000 to go towards job programs and children's literacy programs.
- Shirlee-Ann Kober attended the monthly Chamber of Commerce meeting.
- Donna Miller served as a Word Announcer at the annual Newington Education Foundation 3rd grade spelling bee.
- Library Director, Donna Miller, gave her resignation effective April 12. She will be the new Library Director for the Kent Memorial Library in Kent, CT. starting June 3rd.
- Interviews for the children's PT position were held on 3/4 and 3/7, and a candidate will start on April 22nd. Two new children's substitutes were also hired.
- The operating budget and CIP request for an RFID system was submitted to the Town and we are waiting for the results of the budget hearings.
- Lisa Masten started a Technology Team, consisting of staff from each department, to make plans for current and new technologies in the library.
- Zinio, the new e-magazine platform we subscribed to, has taken off! Since Jan. 1st, 75 new users have logged in and they checked out 823 e-magazines. Prices for magazines increased as of March 30th. Staff ordered 24 new titles before the increase to be funded from gift money.
- Reference staff are doing "Book-a-Librarian" appointments to help patrons with their e-readers and learn how to download e-books and e-magazines from digital services on the library's website. They helped patrons with a Kindle Fire, a Samsung Galaxy laptop, a new Envy Smart Touch laptop and a Kindle Paper White.
- Adult programs included "*Movies and More*;" a Thursday evening book discussion; *Four Herbs for All Seasons*; and a Lunch 'n Learn on Chilton's Auto Repair and Consumer Reports databases. Computer classes included *Getting to Know your iPad*; *Basic PowerPoint*; *Facebook for Business*; *Basic LinkedIn*; and *Intermediate Excel*. Gordon Gross from the CT Dept. of Labor gave an interview skills presentation. Terri Planco facilitated a book discussion at Cedar Mountain Commons and books were delivered to 3 homebound patrons.
- Carlene Peterson and other reference staff have updated the Newington Information Packet, which includes everything you'd want to know about Newington.
- Thank you to Joan Quasnitschka for coordinating the income tax forms services for the year. She kept us supplied with forms and many informational flyers.
- Terri Planco and Donna Miller spoke before the Cedar Mt. Women's Club about library services. They promoted Terri's book discussion and Homebound Services, and several ladies shared their experiences and thoughts about the library.
- Cynthia Wolcott hosted a program on Victorian quilts and worked on booking artist exhibits for the community room through 2014.
- Volunteers put in 114 hours of service this month.
- 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*; *Chess Club*; *Sparky's Puppets*, and a special education Resource Fair at the High School. Children's staff continues to do book discussions at the middle school and other outreach to the schools. Kindergarten Orientation was held for parents and children, with a storytime and panel discussions for parents on how to get your child ready for kindergarten.

- Dr. Seuss's Birthday Bash on a Saturday was a hit, with Creature Teachers, who brought in rainforest animals to share with the children. A showing of the movie, *The Lorax*, followed *If I Ran the Rainforest*, and craft tables were set up in the Children's Room.
- Teen programs included Newington High School Book Clubs; *The Paranormal Book Club*; *Teen Gaming Night*; *Tech Support with Teens*; and *Teen Advisory Board*. Teen Librarian, Bailey Ortiz, co-chaired a YA Roundtable and attended a CT. Libraries Association meeting as co-chair of the Young Adult Section. Jennifer Bassett attended her first Teen Advisory Board meeting and the YA Roundtable. Teens volunteered for 54 hours this month.
- Administrative staff met with 2 interior design firms to discuss refurbishing of the Lienhard Room, to give it an up-to-date, technology-friendly, redesign. A third designer is scheduled for an early April meeting.
- Repairs on the leaking skylight have been completed and Facilities replaced the water-damaged ceiling tiles in the Children's Room.
- Bruce and Lynn are working on an inventory of all windows in the library determining which windows will open in the case an emergency exit is needed, and which will not. Those painted shut will be "unstuck" when Spring comes and Facilities can remedy this.
- 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. The total retail price of the 12 books found this month was \$210.82, bringing the total known loss since September to \$1,040.99. 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 the Library Board, the Friends of the Library, Town Council, and the budget.

MONTHLY STATISTICAL REPORT, LIBRARY, MARCH 2013				
	2013	2012	Gain/Loss	%Gain/Loss
CIRCULATION				
ADULT	20,095	22,419	-2,324	-10.37%
CHILDREN	10,786	11,285	-499	-4.42%
YOUNG ADULT	765	1,009	-244	-24.18%
DVD'S	7,883	8,028	-145	-1.81%
Digital Services				
DOWNLOADABLE BOOKS	851	405	446	110.12%
DOWNLOADABLE MAGAZINES	305	0	305	
E-READERS	13	26	-13	-50.00%
Other				
MUSEUM PASSES	57	66	-9	-13.64%
TOTAL CIRCULATION	31,646	34,713	-3,067	-8.84%
CUMULATIVE CIRCULATION YTD	289,454	303,904	-14,450	-4.75%
DAYS OPEN/MONTH	29	27	2	7.41%
AVERAGE DAILY CIRCULATION	1,091	1,286	-194	-15.12%
PATRON COUNT	18,243	20,994	-2,751	-13.10%
AVG. PATRON COUNT PER DAY	629	778	-148	-19.10%
SELF CHECKOUT CIRCULATION [^]	356	810	-454	-56.05%
TOTAL # CARDHOLDERS	12,007	12,381	-374	-3.02%
SUNDAY CIRCULATION	2,557	2,808	-251	-8.94%
SUNDAY PATRON COUNT	1,363	1,467	-104	-7.09%
PUBLIC SERVICES				
TOTAL REFERENCE QUESTIONS	5,237	5,615	-378	-6.73%
TOTAL COMPUTER USE*	4,559	3,075	1,484	48.26%
TOTAL DATABASE SEARCHES	23,686	13,238	10,448	78.92%
WEBSITE VISITS	7,479	7,549	-70	-0.93%
INTERLIBRARY LOAN--LOANS	950	1,046	-96	-9.18%
INTERLIBRARY LOAN--BORROWS	600	698	-98	-14.04%
PROGRAMS CHILDRENS	68	69	-1	-1.45%
PROGRAMS CHILDRENS ATTENDANCE	2,217	1,604	613	38.22%
PROGRAMS TEEN	6	7	-1	-14.29%
PROGRAMS TEEN ATTENDANCE	26	62	-36	-58.06%
PROGRAMS ADULT	11	9	2	22.22%
PROGRAMS ADULT ATTENDANCE	157	242	-85	-35.12%
NOTARY TRANSACTIONS	9	10	-1	-10.00%
VOLUNTEER HOURS	114	145	-31	-21.38%
MEETING ROOM USAGE-OUTSIDE GROUPS	19	16	3	18.75%
MEETING ROOM USAGE-LIB. PROGRAMS	58	59	-1	-1.69%
STUDY ROOM USAGE	226	247	-21	-8.50%
TOTAL LIBRARY HOLDINGS (ITEMS)	174,469	169,847	4,622	2.72%

*2013 figures include all computer use due to CASSIE upgrade

[^] the self check out terminal was out of service for part of March

#downloadable magazines are a new service this year