



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 17, 2014
Re: Monthly Report – March 2014

GENERAL ADMINISTRATION

- Town Manager John Salomone attended various CROCOG, MidState and CCM meetings.
- Mr. Salomone attended meetings for various projects related to the Town of Newington, including Town Hall renovations and the busway.
- Mr. Salomone met with the Public Works team to discuss various matters.
- Mr. Salomone continued meeting with department heads regarding budget and CIP requests.
- Mr. Salomone met with Newington Housing Authority representatives to discuss various issues.
- Mr. Salomone worked with staff to prepare documents related to the Town's Small Cities and STEAP grant applications.
- Mr. Salomone met with residents and area business owners to address issues and concerns as needed.
- Mr. Salomone met with staff and union representatives regarding personnel issues.
- Mr. Salomone attended the grand opening of the Senior and Disabled canopy on March 26.

Legal Services

The legal amounts for the monthly report are as follows: Rome (Modern Tire/Firestone) - \$45,883.20, Murtha (Toll Bros) \$10,608.20.

Overtime

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

HIGHWAY DEPARTMENT	Overtime Hours	Cost
VEHICLES AND EQUIPMENT	10.0	\$ 476.94
WEEKEND STAND-BY AND CALL-IN	16.0	\$ 754.04
TRAFFIC DIVISION	4.0	\$ 165.56
SNOW	1.6	\$ 195.70
TOTALS	31.6	\$ 1,592.24
PARKS AND GROUNDS DIVISION	Overtime Hours	Cost
Cemetery	32.0	\$ 1,790.00
Snow/Ice	30.0	\$ 1,051.00
TOTALS	62.0	\$ 2,841.00

POLICE DEPARTMENT	13-14 Budget Overtime Appr.	Overtime Expended 13-14 YTD	12-13 Budget Overtime Appr.	Overtime Expended 12-13 YTD
Administration	\$ 6,734.00	\$ 2,218.06	\$ 6,734.00	\$ 3,455.10
Patrol	641,951.00	465,321.68	592,745.00	525,067.74
Investigation	77,883.00	42,539.93	77,582.00	30,307.03
Communication	118,117.00	59,739.28	117,787.00	113,752.22
Education/Training	121,801.00	46,781.39	107,795.00	42,692.25
Support Services	39,878.00	10,424.72	40,751.00	10,377.79
Animal Control	5,546.00	0.00	7,548.00	1,249.24
Total	\$ 1,011,910.00	\$ 627,025.06	\$ 950,942.00	\$ 726,901.37
HIGHWAY DEPARTMENT				
Highway Operations	\$ 29,225.00	\$ 16,729.93	\$ 29,225.00	\$ 16,737.27
Snow and Ice Control	137,119.00	175,360.48	137,119.00	143,008.54
Traffic	5,684.00	2,276.74	8,684.00	2,436.54
Vehicles and Equipment	28,981.00	14,390.16	28,981.00	12,873.85
Leaf Collection	55,937.00	37,720.33	55,937.00	38,401.53
Total	\$ 256,946.00	\$ 246,477.64	\$ 259,946.00	\$ 213,457.73
PARKS AND GROUNDS				
Parks and Grounds	\$ 91,968.00	\$ 113,879.00	\$ 142,799.00	\$ 95,373.80
Cemeteries	16,971.00	10,269.25	15,635.00	10,993.88
Total	\$ 108,939.00	\$ 124,148.25	\$ 158,434.00	\$ 106,367.68

PERSONNEL

- Bonnie Potocki was appointed to the part-time Zoning Enforcement Officer position effective March 3, 2014.
- The testing and interview process continued in March for both part-time Librarian positions.
- Camille Ledoux was appointed to the part-time Assistant Town Clerk position effective March 17, 2014
- Seasonal Parks and Grounds positions were posted from March 13 – April 4. Seasonal positions are expected to begin in April.

RISK MANAGEMENT

2013-14 Blue Cross/Blue Shield Plan Year

The eighth month of the 2013-14 plan year produced a combined paid claim total that was lower than those estimates that were developed at renewal. The monthly claims for the 2013-14 plan year were estimated at \$801,556. The total paid claims from the Health Benefits Fund for February 2014 were \$722,276. 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, 2014</u>		
	Town	Board of Education	Total
Estimated Claims	1,303,648	5,108,800	6,412,448
Actual Claims	1,242,002	4,763,423	6,005,425

FACILITIES MANAGEMENT

- The Facilities Director attended Town Hall building meetings during the month with the Town Manager and Parks Director along with the Architect and Construction Manager.
- The Facilities Director attended the public works meeting.
- **Work Order Completions:** The facilities group completed 61 formal work orders during the month at the various Town Buildings.
- **Senior Center:** Renovations to the main office area of the building have been completed during March and the next phase of renovations to the cafeteria will begin in April.
- **Parks Garage & Highway Garage:** New gutters were installed on the Parks Garage and portions of the gutters on the Kellogg Eddy home were replaced during March. The new gutters for the Highway Garage are scheduled for installation during April.
- **Library Security Cameras:** Proposals were solicited during the month to install security cameras at the Library. Proposals are expected to be reviewed during April for possible installations during May.
- **Electrical Inspections:** Infrared inspections of electrical panels and service locations began during the month as part of a routine maintenance schedule for these items. To date, several panels have been scheduled for replacement due to age and problems found during the inspections. This will be an ongoing maintenance documentation study.
- **Town Hall & Community Center:** The Facilities Director attended working group meeting on the project with the Town Manager, Parks and recreation Director and the Architect and Construction Manager during March for presentation to the building committee.

INFORMATION TECHNOLOGY

- The town's website saw 25,894 visitors, 16,170 unique visitors, 69,703 page views with users averaging 2.69 pages per visit. The Town, Library, Online Property Record Card and Town Employment Opportunities pages were the most frequented.
- Information Technology staff processed 121 internal work-orders and town staff processed 75 via the town web site.
- The Town's Information Technology Team: Mr. Paul G. Boutot, Chief Information Officer, Mr. John Bolduc, Network Administrator/Project Leader, Mr. Scott Hoagland and Mr. Steve Pollock, Network/Application Specialists, and Mr. Thad Dymkowski, GIS Technician, participated, assisted and/or were directly involved in one or more of the following:
- Completion of moving existing virtual machines from old network servers and storage onto new network servers and storage.
- Decommissioning of old servers and storage area network devices and network equipment racks.
- Setup and configuration of new network domain.
- Creating network trust between existing domain and newly created domain.
- Setup and configuration of five (5) computers for testing of Police Department Computer Aided Dispatch and Records Management System.
- Removal of old NICE audio recording system.
- Upgrading of firmware and software on new server/ storage systems.
- Providing Geographic Information Systems (GIS) mapping support to:
 - Office of the Town Manager - State Grant application (Proposed Streetscape project on Constance Leigh Drive).
 - Board of Education Transportation Office
 - Parks and Grounds – Town Cul-de-sacs
 - Engineering Department – Wetlands Map and Pavement Management
 - Sanitation Department – Town Recycling
- Researching Pictometry update for integration into Town GIS.
- Completing Phase I implementation of new internal GIS Viewer.
- Relocating and assigning printer objects for Police Department staff.
- Moving Microsoft Access databases to new network location.
- Moving and redirecting network login scripts and folders.
- Fixing wireless printing for TaxWise Group working in Senior and Disabled Center.
- Uploading data for Quality Data Systems application for Revenue Collector and Assessor's Office.
- Resolving issue with town financial application randomly closing.
- Installation and testing of new library management system.
- Migration of fire department users to new key partition in door access control system.

- Updating internal documentation for door access system.
- Creating new script to obtain virtual machine information from VMWare.
- Updating previously created script to obtain hard disk information for virtual machines.
- Reconciling all virtual machines to verify anti-virus protection and backup coverage was present.
- Adding all remaining virtual servers/machines requiring backups to backup appliance.
- Providing troubleshooting support during GIS system upgrade.
- Working with Dell support to resolve issue with server voltage probe.
- Migrating Windows Deployment Server (WDS) images, unattended, drivers, etc. to new WDS server
- Creating base images of Windows 7 (32 and 64 bit) and Windows 8.1 for town PC deployment project.
- Exploring Intel AMT system management functionality on new desktops.

FINANCE

Accounting and Administration

- The Town Manager's 2014-15 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.
- 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 14th.
- 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 \$71,178 and the Board of Education has a projected credit of \$402,492. 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 \$91,683. 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)

3/31/2014

	<u>Interest Earnings</u>		<u>\$ Invested</u>
	<u>Budget</u>	<u>Actual</u>	
	<u>FY2013-14</u>	<u>Year to Date</u>	
General Fund	\$30,000	\$45,909	\$30,872,062
Special Revenue Funds	2,057	4,475	3,289,616
Capital Projects Funds	600	952	1,028,114
Internal Service Fund	2,400	2,115	2,580,799
Trust and Agency Funds	450	1,916	590,746
TOTAL, ESTIMATED BY FUND			\$38,361,337

INVESTMENTS, BY INSTITUTION TYPE

(Unaudited)

3/31/2014

	<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	0.16	1,373	1,177	10,278,284
CLASS PLUS	0.01	0.01	7	6	954,189
Bank North	0.20	0.20	91	82	533,131
People's Bank	0.32	0.32	2,183	2,462	8,030,794
Sovereign Bank	0.30	0.30	2,818	1,634	11,389,481
Farmington Bank	0.25	0.25	1,488	864	7,006,654
Total Outstanding Investments					\$38,192,533

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 three meetings in March at the Assessor's office. There were 32 appeals with 16 accounts receiving reductions which totaled \$1,190,708. The net October 1, 2013 grand list after reductions by the Board of Assessment Appeals is \$2,548,042,597. This revised total net grand list will be used for budget calculations for the FY2014-15 budget.
- 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, 2014.
- The Target court case was settled. This is the last court case from the 2011 grand list which was the town wide revaluation year.
- Required reports of the 2013 grand list were submitted to the State of Connecticut.

Revenue Collector

- March Revenue Collections for Real Estate, Personal Property & Motor Vehicles amounted to \$225,124. The Supplemental Motor Vehicles collected were \$28,731 while \$22,613 was collected on back taxes.
- The collection rate for March 2014 is equal in comparison to the same period last year.
- Lien Notices were mailed to 287 delinquent real estate taxpayers giving them notification a lien will be filed on the land records if taxes are not paid in full by April 15, 2014.
- Demand Notices were sent to thirty-one delinquent real estate taxpayers with outstanding taxes on the 2011 GL or prior years.
- Staff is also busy working with taxpayers requesting information for IRS income tax purposes.

TOWN CLERK

- There were 364 documents filed on the land records during March.
- Property sales conveyed for a total of \$7,593,534. State conveyance tax collected was \$56,951.51; and \$18,983.84 was collected in Town conveyance tax.
- The most notable property transfer, located at 21-27 Hartford Avenue, was for \$1.94 million from Newington Estates LLC to 21 Hartford Avenue LLC. Four residential properties each sold for over \$300,000.
- Four Foreclosure Registrations were filed during the month.
- Staff issued 142 certified copies of vital records and catalogued 17 burial permits and eight cremation permits.
- The office generated \$2,157 in copy revenue.
- There were fifteen Notary Public commissions filed; two survey maps and five Trade Name certificates were catalogued.
- The office recorded 90 mortgages, 35 liens, 17 probate certificates and 139 releases.
- While the number of land recorded documents is down 27% from March 2013, the General Fund revenue is up 21% over last March and overall revenue shows an increase of 12% over last year. Much of this revenue trend is attributable to Public Act 13-247 which became effective on 7/15/13 allowing for higher recording fees for a particular category of documents. Overall activity in the office for the first quarter of 2014 has been noticeably slow.
- During March the Town Clerk and Assistant Town Clerk interviewed five additional candidates for the part-time position. Camille Ledoux, a Newington resident, was hired on March 18th to fill the vacancy created when Corrine Schroll resigned her position.
- The Town Clerk completed paperwork for the Historic Document Preservation Grant for FY2015. Part of the \$6,500 in targeted funds will be used to purchase additional mobile shelving for the small vault in the office which is at its storage capacity. The remaining funds will be used to do a small backfile scanning project. At its completion, the land record images will go back as far as 1992.

DATA SUMMARY MARCH 2014				
	<u>March - 14</u>	<u>March - 13</u>	<u>FY 13/14 to Date</u>	<u>FY 12/13 to Date</u>
Land Record Documents	364	500	3939	4911
Dog Licenses Sold	17	14	530	483
Game Licenses Sold	79	61	313	409
Vital Statistics				
Marriages	7	7	137	157
Death Certificates	40	44	231	251
Birth Certificates	33	31	177	212
Total General Fund Revenue	\$ 33,981.84	\$ 25,373.42	\$ 340,227.09	\$357,323.83
Town Document Preservation	\$ 768.00	\$ 951.00	\$ 9,057.00	\$ 9,154.00
State Document Preservation	\$ 448.00	\$ 950.00	\$ 5,632.00	\$ 9,166.00
State Treasurer (\$36 fee)	\$ 8,064.00	\$ 17,090.00	\$ 102,313.00	\$164,474.00
State Treasurer (\$127 fee)	\$ 5,080.00	\$ -	\$ 39,497.00	\$ -
State Treasurer (\$110 fee)	\$ 3,520.00	\$ -	\$ 36,740.00	\$ -
Locip	\$ 672.00	\$ 1,425.00	\$ 8,433.00	\$ 13,707.00
State Game Licenses	\$ 563.00	\$ 560.00	\$ 3,689.00	\$ 10,578.00
State Dog Licenses	\$ 166.00	\$ 98.00	\$ 3,655.00	\$ 3,142.00
Dog Licenses Surcharge	\$ 50.00	\$ 44.00	\$ 1,286.00	\$ 1,113.00
Marriage Surcharge	\$ 171.00	\$ 152.00	\$ 1,102.00	\$ 1,083.00
Grand Total	\$ 53,483.84	\$ 46,643.42	\$ 551,631.09	\$ 569,740.83

POLICE DEPARTMENT

- Recruit Austin Apanovitch graduated from the Police Academy on March 24th. He will now enter the Field Training Officer (FTO) Phase of his training.
- The Chief of Police issued the following awards to officers in March:
 - Arrest of the Month:** Officer Eric Petlik – January, Officer Tim Rinaldo – February, Officer Tim Rinaldo and MPO Jose Garcia – March, MPO Tim Walsh – April, MPO Tim Walsh and MPO Johnathan Aselton – May, Officer Wayne Kornbrath – June, Officer Alex Silva – July, Officer Reza Abbassi – August, MPO Jose Garcia – September, Officer Tim Buggee – and October, Officer Scott Amalfi – December.
 - Written Commendations** were issued to: Officer Alex Silva – DUI Arrests for 2013, Officer Gerry Lacasse – Narcotics Arrests for 2013, and Dispatcher James Deschenes – Fatal Motor Vehicle Accident.
 - Distinguished Service Awards** were issued to: Sgt. Claude Steiner, Sgt. Chris Perry, Det. Larry DeSimone, MPO Jose Garcia, and Officer Matt D'Esposito for their work during a fiery fatal motor vehicle accident.
- The Police Department continues to work with Youth Services on the Police/Youth grant that interacts with students with the Police Department.
- Patrol has continued on the Berlin Turnpike under the Department of Transportation's, DUI enforcement grant.

- Patrol Calls for March are as follows:

ALARMBURG	101	F/VEH	3	NOTIFICATION	3
ALARMHOLD	3	F/WATER	3	OPENDOOR/WIN	2
ANIMAL	20	FINGERPRINT	32	PARKINGVIOL	8
ASSAULTIP	2	FIREWORKS	1	PISTOLPERMTEMP	5
ASSAULTREP	7	FOLLOWUP	74	PROPFOUND	7
ASSIST	46	GUN	1	PropLost	3
BREACHIP	7	HARASSMENT	17	PROSTITUTION	1
BREACHREP	1	HAZARD	30	ROBBERYIP	2
BURGREP	1	INTOXICATED	9	SERVWARRANT	40
CARSEAT	6	JUVCOMP	10	SEXASSAULTRE	2
CHECK	66	K9	3	SHOTS	1
CLEARLOT	1	Land/Tenant	4	SPECDETAIL	65
COURT	26	LARCFROMMV	9	STOLENMV	1
CRIMMISREP	6	LARCIP	7	SUDDENDEATH	5
CUSTOMERIP	6	LARCREP	35	SUICIDEATT	1
CUSTOMERREP	6	Location	34	SUSPICIOUSIP	83
DOG	34	LOCKOUTMV	4	SUSPICIOUSREP	37
DOMESTICIP	22	LOCKOUTRESID	2	THREATREP	1
DOMESTICREP	10	M	204	TOW	10
DRUG	10	MISSING	3	TOWNORD	1
DUI	6	MVABAND	4	TRAFFIC STOP	750
EDP	8	MVAEVADING	16	TRESPASSIP	2
ESCORT	21	MVAIJURY	5	TRESPASSREP	1
F/ALARM	13	MVAPROP	74		
F/COSYMP	1	MVASSIST	52		
F/HAZMAT	2	MVCOMPLAINT	37	TOTAL FOR NPD	2,081
F/OTHER	2	NEIGHBOR	5		
F/STRUC	5	NOISE	7		

Patrol Investigations

- Robbery** - Officers were dispatched to a local business in Newington on a report of an armed robbery that just occurred at the business. As officers responded, the caller advised that an ex-employee held a knife to a female at the business demanding cash from the business safe. The suspect then fled in a vehicle. The area was checked for the suspect but he was unable to be located.

Upon arrival, officers spoke with the business employee and complainant. The complaint stated that she unlocked the door downstairs and made coffee and was getting the job tickets from the day. She heard the dog barking so she went to the door; but, before she could open the door a guy opened it. He was all bundled up and all that she could see were his eyes. The suspect told the employee to open the safe. This is when she saw that the suspect had a knife in his hand. The complainant tried to open the safe but couldn't. The suspect then began to flee the business and that is when the complainant recognized the suspect as a former employee. As the suspect ran out of the building, another employee was coming in and also recognized the suspect as the former employee.

Newington officers learned that the former employee lived in Southington and contacted Southington Police for assistance. Southington Police were then able to apprehend the former employee at his residence in Southington a short time later without incident. He was then turned over to Newington PD where he was charged with: CGS 53a-49/53a-134 Criminal Attempt to Commit Robbery 1st Degree, CGS 53a-101 Burglary 1st Degree, CGS 53a-63 Reckless Endangerment 1st Degree, CGS 53a-62 Threatening 2nd Degree. He was detained at NPD on a \$100,000 bond.
- Domestic Violence** - Officers were dispatched to a residence on a report of a physical domestic that occurred between a husband and wife.

When officers arrived on scene, they made contact with the wife who was standing out on the front lawn and was emotionally upset. While visually inspecting the wife's neck area, officers could see significant red markings and scratches throughout that area, indicating a physical altercation had occurred. While speaking with the wife, she advised officers that her husband was currently in their bedroom. Officers then made contact with the husband.

The wife stated she and her husband had gone out to an event in Hartford and her husband was drinking all night. She stated when they returned home, her husband appeared intoxicated as she put their two children to bed. Her husband went to his bedroom and the wife went to bed a short time later. An argument began and her husband became violently angry with her.

At one point, the female was pinned down by her husband and he was preventing her from getting up. The husband then began to choke his wife causing her pain and difficulty breathing. The wife stated that after several requests for her husband to get off of her he finally got off of her at which time she was able to get away from him and get to a phone and contact the police. The husband was ultimately arrested without incident and transported to the Newington Police Department for processing. He was charged with violating CGS 53a-182; Disorderly Conduct, 53a-95; Unlawful Restraint and 53a-64cc; Strangulation 3rd Degree.

- Detective Division personnel:
 - Handled 82 investigations, 53 remain ongoing and 29 were closed by investigative methods.
 - Served 30 arrest warrants, 27 by Patrol Officers and 3 by Detective Division personnel
 - On March 18th 2014 the Detective Division conducted an undercover operation after receiving information from a confidential informant that a resident of Newington was engaging in prostitution out of her home. Through investigative efforts, detectives were able to locate a particular internet website where the suspect was advertising her services. An additional website containing a forum where "customers" can discuss their experience with the suspect was also discovered. An undercover detective contacted this individual through her advertisement on the website. This initial contact led to subsequent conversations over the telephone during which the suspect offered to engage in sexual activity in exchange for a fee. The detective was invited to the suspect's home to meet at a pre-determined time. When the suspect opened the door she was met by the undercover detective and other assisting officers. The 26 year old suspect was arrested and charged with Prostitution.
 - On March 20th 2014 detectives interviewed a suspect regarding his involvement in a robbery that occurred at the Newington Veterans Administration Hospital in June of 2013. During the course of this investigation, detectives developed information that an individual that had since been incarcerated for an unrelated crime may have been responsible for the VA Hospital robbery. Detectives proceeded to the MacDougall-Walker Correctional Institution where they interviewed the suspect. After waiving his Miranda rights, the suspect confessed to his involvement in the robbery. In addition, he provided detectives with the identity of his accomplice in the crime. As a result of this investigation, arrest warrants for both suspects will be completed charging both with Robbery, Larceny, and Conspiracy charges.
 - On March 21st 2014 Newington Detectives charged a 32 year old Southington resident with Robbery 2nd Degree and Larceny 3rd Degree. He is accused of committing an armed robbery at the Shell Gas Station located at 1593 Southeast Road in Newington on January 23rd 2014. This was a multijurisdictional investigation involving detectives from several agencies all investigating similar robberies believed to be committed by the same suspect. He was identified through investigative efforts that included forensic evidence recovered at the crime scenes. The suspect was arraigned at Superior Court in New Britain on 03/21/14 and held on a \$75,000.00 bond.
- The Community Service Officer (CSO):
 - Conducted two tours of the police department for Girl Scout Troops
 - Participated in Adventure Builds Bridges between Youth and Police Officers of Newington
 - Collaborated with a Newington resident in an effort to bring the Yellow Dot program to the town. This program allows First Responders to be aware if a person in an identified vehicle is suffering from a medical condition, and if so, what it is. This program has not gone into effect and is still in the research phase.
 - Along with Sergeant Perry, met with the Principal of St. Mary School to provide a security assessment of the building. Mrs. McDonald was offered cost effective way to keep unwanted parties out of the school, along with a review of their critical incident protocol.
 - Worked with a resident to avoid an Unclaimed Property Scam

CR/NIBRS Selected Crimes

Type of Crime	<u>February 2014</u>		<u>February 2013</u>	
	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	0
Assault	5	0	7	0
Burglary	3	\$3,800	2	\$26,563
Larceny Theft	31	\$21,652	38	\$73,723
Auto Theft	1	\$1,900	1	\$7,000
Totals	40	\$27,352	48	\$107,286

- In February, 2014 the police department arrested 75 adults: 11 for assaults, 3 for burglary, 1 for MV theft, 1 for fraud, 2 for weapon violation, 2 for sex offenses, 4 for narcotic violations, 6 for offenses against family & children, 8 for DUI, 1 liquor law, 8 disorderly conducts, 12 for larcenies, and 16 for other miscellaneous offenses. The Department also arrested or referred 2 persons under the age of 18: 1 for assault and 1 for narcotic violations.
- Police Department Overtime
- Comparison
 - OT February \$ 94,656 2 pay periods, 1 holiday plus retroactive pay
 - OT March \$ 76,038 2 pay periods, 1 holiday
 - Total increase \$ 18,618
- During the month of March, there was one officer in Field Training and one officer at the Academy. In addition, there was one officer out on workers compensation injuries. These vacancies in Patrol have an impact on the overtime for a total of 3 positions vacant on the schedule in the patrol division. The department has worked diligently to keep overtime to a minimum.
- Administration overtime of \$527 is a decrease of \$388. Holiday overtime of \$527.
- Patrol overtime of \$49,047 is a decrease of \$8,746. Calls included domestic calls, motor vehicle investigations, a robbery call out, Presidential visit traffic detail, several domestics, stolen vehicle investigation, drug arrests, court appearances, warrants, holdovers, missing person investigation, and the St. Patrick's Day parade. Overtime also included 1 holiday (\$13,000).
- Detective Division Overtime of \$6,005 is a decrease of \$5,769. Overtime included DNA audit, trash pulls, and scene processing for robbery. Overtime included Holiday pay of \$4,000.
- Communications overtime of \$5,808 is a decrease of \$1,453. Holiday overtime of \$2,000 and shift coverage.
- Education overtime of \$9,192 is a decrease of \$1,405 for training classes. Training included Crime scene school, Child Abuse investigations, EMR recertification, Advanced Crime Prevention, Firearms, skills training, and explosives training.
- Support Services overtime of \$5,459 is a decrease of \$858. Overtime included Holiday pay, school detail, Youth Council meetings.
- ACO overtime was \$0.

FIRE DEPARTMENT

- The following is a report of the activities of the Newington Fire Department for the month of March, 2014. During this period fire department members responded to 48 alarms or emergencies. A summary of these alarms and a manpower response breakdown is detailed below:

	March 2014	8 Months Activity
Residential	5	86
Commercial, Industrial, Office	1	19
Hospital, School	1	9
Vehicle	6	17
Rescue, Police Assistance	7	37
Dumpster, Rubbish, Grass, Brush, Leaves	1	19
Hazardous Materials/Clean up	4	35
Investigative Alarm	4	114
False Alarm	12	52

Mutual Aid/Standby	1	9
Carbon Monoxide Investigation	3	53
Water Related Incidents/Pump-Outs	3	26
Total	48	476

Training Summary

Multi-Company Training	Co. # 3&4 SCBA	49 hours
	Co. # 1&2 SCBA	62 hours
Officer Training	Risk Management	20 hours
Rescue Training	Confined Space	102.5 hours
Company Training	Co. #2 Apparatus Placement	21 hours
	Co. #4 Equipment Location	16 hours
	Co. #1 Hose Advancement	30 hours
	Co. #3 Risk Management	17 hours
	Co. #1 SCBA	22 hours
	Co. #4 SCBA	14 hours
Task Force Training		4 hours
Aerial Ladder Cross Training		12 hours
Total Hours		369.5 hours

FIRE MARSHAL

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

INSPECTIONS	19
INSPECTION FOLLOW-UPS	33
PLAN REVIEW	11
JOB SITE INSPECTIONS	7
FIRE INVESTIGATIONS	0
FIRE ALARM TROUBLE	4
COMPLAINTS	4
HAZ/MAT	0
BLASTINGS	0

Incidents:

- There were no significant fire incidents or injuries reported in March.

Fire Marshal's Activities:

- Responded to 25 fire calls during the month.
- Met with the Board of Fire Commissioners to review a variety of fire department topics and personnel issues.
- Attended the Co. #3 monthly meeting.
- Met with representatives from the State Attorneys Office and Building Department to review an ongoing Housing Court matter.
- Provided mutual aid assistance at Company #3 for the staging of the Regional Hazardous Materials Response Team as part of the Emergency Action Plan for the President Obama's visit to CCSU.
- Attended the monthly meeting of the Capital Region Fire Marshals Association in Glastonbury.
- Conducted the quarterly Task Force meeting in Berlin.
- Met with the Chiefs and Company #2 officers to review communications issues and the regional use of CP-8.
- Attended the monthly meeting of the Board of Fire Commissioners at Co. #3 on West Hill Road.
- Participated in the Annual St Patrick's Day Parade in Hartford.
- Attended the Annual Company #4 Appreciation Night at J. Timothy's in Plainville.
- Met with Deputy Chief Regina to review the implementation of the new building access control systems.
- Attended a meeting of the Departments 100th Anniversary Committee at fire headquarters.

- Attended a Town Council meeting along with the Board of Fire Commissioners and other fire department personnel to review the annual 2014-2015 fire department budget.
- Attended the monthly Company Drill: SCBA
- Conducted the quarterly Chiefs and Officers meeting at fire headquarters.
- Attended the monthly staff meeting at town hall.
- Responded along with the crew from Engine #2 to a Task Force activation to assist with a structure fire in a recycling plant on Christian Lane in Berlin.
- Attended a Confined Space Drill at the V.A. Medical Center.
- Conducted the quarterly Employee Health and Safety Committee Meeting at town hall.
- Attended Company #2s Annual Comedy Night at the Portuguese Club.

HIGHWAY DEPARTMENT

Administration

- Attended Department Head and Public Works team meetings.
- Met with residents to discuss various issues and concerns.
- Attended Town Council budget review meeting.
- Attended Landfill Certification class for recertification.
- Met with Environmental Quality Control Commission to coordinate plans for Earth Day.
- Continued with project construction coordination meetings throughout the month.
- Coordinated town wide roadway crack sealing program.

Roadway Maintenance

- Highway operators continued with Landfill material processing.
- Several Highway employees attended Landfill Certification classes for recertification.
- Cleaned and/or repaired catch basins.
- Miscellaneous roadway pot hole patching continued.
- Miscellaneous roadside litter removal.
- Continued with roadside tree/brush trimming and branch removal.
- Painted leaf boxes as part of leaf collection equipment maintenance.
- All operators attended in-house front end loader training.
- Crews completed drainage project on Brook Street.
- Everyone called out 1 time for snow removal resulting in a 3" accumulation.
- Crews began to pick up broken curbing due to snow plowing operations.

Traffic Division

- Replaced and/or repaired missing/damaged street name and regulatory signs.
- Assisted Human Services with food share setup.
- Assisted Highway Department in snow plowing/removal operations.
- Install new roadway/parking signage at various Town buildings as requested.
- Coordinated repairs for traffic signal opticom repairs for Fire Department.
- Installed new crosswalk signs on Market Square.

Fleet Maintenance

- Mechanics completed seasonal maintenance of the street sweepers.
- Began Fire Department spring services.
- Began seasonal services on all mowing equipment.
- One new patrol setup was completed.
- Began the outfitting of the new fire marshal's vehicle.
- Continued with spring services of highway equipment and emergency repairs on all Town vehicles.

Sanitation/Recycling/Landfill

- Scheduled 451 residential bulk items for collection.
- Scheduled 85 condominium bulk items for collection.
- Scheduled 10 condo/residential scrap metal items for collection.
- 5,494 tons of cumulative Municipal Solid Waste were collected from July 1 through February 28, 2014.
- 2,069 tons of cumulative recyclables were collected from July 1 through February 28, 2014.
- 663 mattresses collected from July 1 through February 28, 2014.
- Issued 27 permanent landfill permits and 6 temporary permits.

TOWN PLANNER

Town Plan and Zoning Commission Actions:

Regular TPZ Meeting on March 12, 2014:

- Approved Petition #02-14: Zoning Regulations Text Amendment (Sections 5.3, 6.1, 6.10, New 6.16, 7.4 and 9.2) regarding Low Impact Development. Town Plan and Zoning Commission, applicant. Effective upon publication.
- Approved Petition #03-14: Subdivision Regulations Text Amendment (Sections 2.0, 3.6, 3.7 and 6.3) regarding Low Impact Development. Town Plan and Zoning Commission, applicant. Effective upon publication.
- Approved Petition #09-14: Special Exception (Section 6.13: Accessory Apartment) at 71 Eddy Lane. Frank and Sally Cefaratti, owners.

Regular TPZ Meeting on March 26, 2014:

- Approved Petition #08-14: Special Exception (Section 6.2.4: Free-standing Business Sign) at 72-82 Pane Road ("Newington Electric"). EBI Pane Road Realty LLC, owner.

Town Planner Activities:

Approved, Pending, and Future TPZ Applications

- March 11: Met with Town Engineer re bond for Harvest Ridge.
- March 25: Met with lot owner on Packard's Way re tree preservation.
- March 25: Met with Town Attorney re Medical Marijuana regulations.
- March 26: Met with town staff to discuss implementing LID regulations.

CT fastrak/Amtrak Corridor Planning:

- None

Grant-Funded Project Activities

- March 26: Met with town staff re Town Center grant application.

Other Boards and Committees:

- None

Miscellaneous:

- March 13: Met with broker for property on Costello Road.
- March 27: Attended ICMA management training webinar.
- Responded to approximately 41 phone messages from citizens, applicants and elected/appointed officials regarding zoning or other land use issues.
- Received and responded to or initiated approximately 457 emails from and to citizens, applicants and elected/appointed officials regarding zoning or other land use issues.

TOWN ENGINEER

- During the month of March, zero excavation permits were issued:
 - 0 gas lateral permits
 - 0 gas main permits
 - 0 water lateral permit
- Engineering staff assisted the Parks & Recreation Department by providing the necessary survey, site design, estimating and wetland application for the proposed pavilion to be located at Mill Pond Park.
- Engineering continues to review the roadway surface analysis path provided by the Town's consultant. Pursuant to verification, the consultant will fully update the Town's software. This road surface rating software is an integral part of the development of the C.I.P. with regard to the (5) five year roadway plan.
- Engineering staff continues to meet with a number of residents and/or applicants (monthly) and discuss and perform site analysis as it relates to future Inland Wetlands applications. Engineering continues to serve the public with requests for mapping and other engineering resources, information, etc.
- The MDC has ceased operations on the Church Street Sanitary Reconstruction project. Operations will resume in the spring after the winter shutdown.
- Engineering staff provided an analysis or cataloguing of the MDC hydrants located with the Town of Newington. This asset management task was accomplished utilizing G.I.S. software and augmented with field inspection as needed.
- Site plan and application reviews continue for Inland Wetlands. Three Agent Approval Applications were administered by the Engineering Department Staff and Agent.

- The Town Engineer attended the monthly CRCOG Transportation meeting.
- The Town Engineer attended the monthly Department Head meeting.
- The Town Engineer attended the monthly Inland Wetland meeting as staff Agent.
- The Town Engineer attended the monthly Public Works meeting.
- The Town Engineer attended a “Special” meeting for the Inland Wetlands.
- Engineering staff is actively engaged in the preliminary design phase (field survey) for anticipated road & infrastructure projects. Design & estimating phases will continue during the upcoming spring months.
- Engineering staff provided field support “survey” to assist in the installation of signs around the “Constitution Square” municipal parking lot.
- The Engineering staff continues to review and prepare the necessary legislative updates for the Inland Wetland regulations. Additionally, the regulations, related forms, and the Official Town Map will be updated, prepared for review (includes TPZ, Town Council & DEEP) and scheduled for public hearing in preparation for approval.

BUILDING DEPARTMENT

- An Electrical Permit was taken out for the Senior Center, 120 Cedar Street, for renovation of the main office, cafeteria and exercise area.
- Work is continuing at 3579 Berlin Turnpike for the American Eagle Federal Credit Union.
- There were Mechanical, Plumbing and Electrical Permits taken out for Jade Jeans to be located at 353 Alumni Road.
- Seminars attended by our Inspectors for their continuing education credit were:
 - R. Smith - Significant Changes From the 2009 IECC to the 2012 IECC – March 17, 2014.
Electrical Inspections for Single Family Homes – March 20, 2014.
 - D. Zwick - Significant Changes From the 2009 IECC to the 2012 IECC – March 17, 2014.
The Building Permit Process for Building & Fire Officials - March 18, 2014.
 - A. Hanke - Significant Changes From the 2009 IECC to the 2012 IECC – March 19, 2014.
Electrical Inspections for Single Family Homes – March 20, 2014.

There were six Certificates of Occupancy issued in March. Four were for residential. They were for 86 Harvest Court, 88 Harvest Court, 290 Vineyard Avenue and 234 Cherry Hill Drive. Two were commercial. One for 308 Alumni Road for interior offices and a temporary CO for Great Clips located at 3117 Berlin Turnpike.

Building Department activity for the month of March was as follows: The Inspectors completed a total of 143 Inspections. They were: Above Ceiling (2), Apartment Inspection (3), Boiler (2), CO (9), Electrical (17), Final (24), Footing (6), Foundation (7), Framing (6), Gas Line (5), Incident Report (1), Insulation (12), Plumbing (4), Roofing (1), Rough (34), Sheetrock (1), Sign (3), Sill (5), Slab (1).

- The total number of Building/Renovation Permits issued for the month of March was **118** producing a total permit value of **\$1,893,182.00**.

They are categorized as follows:

<u>TYPE OF PERMIT</u>	<u># OF PERMITS</u>	<u>VALUE OF PERMITS</u>
ADDITIONS / ALTERATIONS	17	270,211.00
DECK	0	0.00
DEMOLITION	1	30,000.00
ELECTRICAL	28	163,050.00
FENCE	0	0.00
FIRE SUPPRESSION / SPRINKLER	0	0.00
FOOTING / FOUNDATION	0	0.00
FUEL TANK	1	125.00
GARAGE / SHED	1	3,500.00
MECHANICAL	22	767,572.00
NEW COMMERCIAL	0	0.00
NEW RESIDENTIAL	2	429,590.00
PLUMBING	27	83,512.00

POOL	0	0.00
ROOFING / SIDING	12	120,716.00
SIGN	7	24,906.00
TENT	0	0.00
TRAILER	0	0.00
TOTAL	118	\$1,893,182.00

The total Building income fees received in the month of March was **\$26,108.00.**

The total fees for other income were as follows: Town Planning and Zoning (Applications/Publications) \$1555.00, Environmental \$600.00, Conservation \$300.00, Zoning Board of Appeals \$0.00, Copies, Books and Maps \$110.00, Driveway / Excavation \$100.00, Engineering copies \$34.50. The other total income is \$2699.50.

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

	<u>2014</u>	<u>2013</u>
Value of Permits issued for March:	\$1,893,182.00	\$1,233,174.00
Fees for Permits issued for March:	\$26,108.00	\$15,427.00
Other income Fees for March:	\$2,699.50	\$1,414.25
Building Permits Issued for March:	118	117

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

<u>2013-2014</u>		<u>2012-2013</u>	
Value	Permit Fee	Value	Permit Fee
\$19,017,942.00	\$248,201.00	\$30,683,011.00	\$349,741.50

HUMAN SERVICES

- At the monthly CERT meeting, shelter operations and facilities were reviewed.
- The Food Bank assisted 126 households, with 574 bags of groceries distributed.
- Open Air Market served 124 households during 2 bi-weekly distributions this month.
- The Clothing Closet served 19 households, providing 24 bags of clothes.
- The Special Needs Fund assisted 16 households with 18 bills, 14-utility, 3 medical, 1 housing. 6 bills were for senior residents.
- The Social Casework Program had an active caseload of 106 with 51 new referrals. Access Health sign-ups continued through the end of the March 31st deadline. On Saturday, March 22, our Access Health Assistants signed up many more individuals for benefits. Newington Human Services assisted more than 100 people since we began sign ups for health insurance.
- Another Operation Fuel allocation of \$10,000 of energy assistance has kept staff busy through March for eligible residents.
- The Youth and Family Counseling Program had a caseload of 18. Clinicians provided 46 clinical therapy sessions with a total of 55 clinical service hours.
- Spring SCORE was busy. 48 youth participated. Due to the abundance of snow our SCORE snowshoeing hiking and geo-caching programs were well attended throughout the month. We were able to create a few additional opportunities for these activities because the youth wanted to do more.
- March ROPE went quite well with both groups. Both groups were highly motivated and embodied the spirit of cooperation and enthusiasm. We are looking forward to being outside again in April as we reopen the challenge course for the season.
- The Spring NHS Self Awareness group met twice and planned field trips. The group went hiking & geo-caching at Northwest Park in Windsor and canoeing at Fisher Meadows Park in Avon.
- The OPM grant program, Adventure Builds Bridges hosted the statewide showcase for the thirteen recipient towns of the State of CT Juvenile Justice grant. The event was held at the Senior & Disabled Center on March 22, 2014. Our group facilitated the afternoon teambuilding portion of the program.
- The Summer Youth Adventure brochure is will be complete and distributed to the schools the week prior to April vacation. Summer mentor packets will be mailed out the beginning of April.
- 4 people provided community service, completing 40 hours carrying over into April and beyond.

- There were 4 JRB referrals this month.
- The annual Youth Adult Council HOOPLA event was held with record breaking funds raised to support scholarships for graduating seniors and other community youth programs. This year, an additional fundraiser was also held during HOOPLA specifically to support department youth programs.
- Volunteer Recognition preparations are being finalized with a wonderful video being created by student intern, Stephanie Soto. The dinner will be held April 8th.
- Staff are preparing to bring several mental health trainings and two community forums in April and May. One is regarding hoarding and the other “Understanding Mental Health.”
- Several staff attending workshops, trainings and meetings throughout the month.
- Several staff participated in the Business Showcase with a department information table.
- Staff provided a presentation to pre-school and daycare providers and co-facilitated “Getting Ready for Kindergarten.”

March 2014 Statistics

Selected Programs	FY 13-14 Undp. Total This Month	FY 13-14 Undp. Total Last Month	FY 13-14 Cum. Undp. Total YTD	FY 12-13 Cum. Undp. Total YTD
Youth and Family Counseling	18	21	86	143
Positive Youth Development	115	143	1780	1796
Information and Referral	612	542	5597	1640
Social Casework Cases Under 55 = 74 Over 55 = 32	106	103	485	403
Food Bank Households	126	125	1279	1356
Special Needs	16	14	97	77

SENIOR AND DISABLED CENTER

- The Main Office renovations continued throughout the month with an expected completion date in mid-April.
- Center Director Dianne Stone attended the American Society of Aging annual conference this month as a presenter. This was part of the Aging Mastery project and funded by the National Council on Aging.
- A group of skilled volunteers began meeting to plan and implement an organic vegetable garden in the back yard of the Center. The group is self-directed with support from staff and has received guidance from the Highway and Parks Departments. The garden project is partially funded by an ACHIEVE grant from the Central Connecticut Health District.
- Program Coordinator Eleanor Eichner attended a roundtable forum on policy development sponsored by the Connecticut Association of Senior Center Personnel.
- The Matter of Balance program, funded by Jefferson House Institute, is in full swing. To date there have been 4 classes in Newington (2 in American Sign Language) with 62 people completing the program. There are currently 2 classes running in Berlin and West Hartford and four more classes scheduled in Elmwood, Wethersfield and Newington.
- Dr. Andrea June, Assistant Professor from CCSU and Licensed Clinical Psychologist, spoke about The 3 D's: Delirium, Depression and Dementia. Several of the deaf seniors attended and had someone interpret for them. Dr. June agreed to come back this spring and do an encore presentation for the entire deaf senior club.
- Dr. Ralph Stocker provided information about rheumatoid arthritis. There was a question and answer period following the presentation. This program was sponsored by Central Connecticut Health District.
- Lynn McPhelimy, speaker, author and life organizer extraordinaire, spoke about de-cluttering your life – where do you begin – and how to organize and de-clutter once and for all. This program was

sponsored by Bel-Air Manor.

- Tina Bradbury from Newington Health Care Center returned for another manicure and pampering session.
- Assistants Teri Snyder and Gwen King continued to enroll people into health insurance plans through the AccessHealthCT program. The deadline for enrollment is March 31st and there were several last minute appointments. The program has had an incredible impact on many people who have previously been unable to afford health insurance.
- The AARP Tax Aid program was in full swing as well. Volunteers added days into the schedule to compensate for snow days and to accommodate demand.
- The Center currently has 1,692 paid members. There are 737 residents registered for Dial-A-Ride.
- There were 200+ opportunities to participate in programs at the Center in the month with some one time programs and others ongoing as well as several opportunities that are daily with a total recorded attendance of 3017 by 514 people. An increase in recorded attendance is likely due to the east wing entrance reopening.
- Dial-a-Ride provided 1574 trips covering 3938 miles during regular hours. The total number of riders was 137.
- Center staffing was complemented by 892 hours of unpaid service in 316 instances by 59 volunteers with the lunch program, gift shop and home delivered meals the most volunteer intensive areas. In addition, there were 123.5 hours put in this month by volunteers of the AARP Tax Aide Program.

PARKS AND RECREATION

Administrative

- Superintendent met with representative from Geese Relief, LLC.
- Superintendent met with the Town Manager, Facilities Manager and Architect on proposed Town Hall/Community Center proposal.
- Superintendent met with Lou Jachimowicz involving school projects.
- Superintendent met with staff regarding various work assignments and issues.
- Superintendent met with members of the Public Works Committee.
- Superintendent met with Town Engineer on various projects.
- Superintendent met with Town Manager, Finance Director, Assessor, and Town Attorney in regards to Indian Hill contract.

Recreation Division

- The Department began accepting Churchill Park Picnic Reservations on March 5.
- Spring program registration for residents began on March 7 and for non-residents on March 21.
- Most spring programs begin the first week in April. New programs include Art-Ventures with Picasso and Mortise, Children's Art Workshop: Simply Dazzling Designs, Flower & Butterfly Sketching & Painting for Adults, and Girls in Stride (a running program for girls ages 6-14).
- Registration for new gardeners who wanted to participate in our Community Gardens program began March 27. Returning gardeners had until March 26 to renew their gardening spot from 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 16th Annual Golf Tournament being held on Monday, May 12th.
- 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 28th with 225 students in attendance.
- K. Gallicchio met with representatives from youth sports organizations to discuss field usage.
- K. Gallicchio met with the Men's Softball Advisory Committee to discuss the upcoming season. There were no issues last season regarding eligibility requirements.

Upcoming Recreation Division

- A bus trip to New York City is scheduled for Saturday, April 26th.
- The Family Fishing Derby is scheduled for Saturday, April 26th.
- Interviews will begin for Summer Playground staffing.
- Summer Playground Program information to be distributed to students in grades 1 through 7.
- The Summer Program Guide will be distributed to Newington residents at the end of April.
- Meetings with representatives from Men's & Women's softball leagues will be held.

Parks and Grounds

- Crew members designed and built a hanging system for our sanders to keep them out of the weather.

- Parks personnel responded to a couple incidents of snow and ice this month.
- Due to the weather conditions division personnel started ball field 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.
- Crew members built and painted two dozen players benches for the town wide sports teams.
- There were nine interments in Town cemeteries in March.
- Division personnel were offline a total of 31 days in March.

LIBRARY

- In February, the library was asked to cut \$10,000 from the 2014-2015 budget. The possibilities included eliminating 15 Sundays or cutting the materials budget by \$10,000 which would have been very problematic. The Town Manager informed the library at the end of the month that the Town Council had reinstated the money, so there will be no cuts. The support of the Town Council and Town Manager is very much appreciated.
- The library is very busy planning for the migration of the library computer system that is planned for the beginning of June. Several staff members attended all day training to learn how to use the different modules of the new software and to be able to train library staff in April and May. The Town IT staff has been very helpful loading the new software on the laptops and key computers for training purposes. Head of Collection Management Jeanette Francini and Circulation Supervisor Sue Schneider have done a great job learning the new software and planning for the staff training.
- The Library Board of Trustees has been busy planning events for the year to celebrate the Library's 75th anniversary. The "750 Club" kicked off in March. They are inviting 750 people to donate \$75 in honor of the library's 75th anniversary. Forms for people to share memories for the time capsule are available throughout the library. Both forms are also available online. A webpage on the library's website was created to give information about the 75th anniversary events, the history of the library and what the library offers today.
- The Friends of the Library and the Library Board of Trustees were present at the Newington Business Showcase. Each organization was busy promoting the library and its services to attendees. They are busy preparing for the spring book sale to be held at the Newington Senior & Disabled Center on May, 2, 3 and 4.
- In March, 70 programs were offered to 1,873 children. 200 children attended the winter reading program "Reading is Our Thing" finale party. The Family Place Parent/Child Workshops that provides support and resources to parents and their children continued to be very popular. The annual Kindergarten Orientation programs the library does in conjunction with Human Services and the Board of Education for Newington parents was held. Other programs included *Construction Club*, *Chess Club*, *Half Day Fun* and *Cookbook Club* and the many regularly scheduled story times. Staff was extremely busy with School and Pre-School visits serving 374 children as well as outreach to 244 children at Newington daycares.
- Programs for teens and adults numbered 8 to a combined audience of 576. Highlights of adult programming included *Aging Gracefully*, *Home & Garden Tour with Chrissie D'Esopo*, *Job Searching for Over 40* and the film *Enough Said*. A new program series titled *Redefined READS* kicked-off in March. Patrons learn how to repurpose books to create unique book art. Some very creative people made literary clocks from old or discarded book.
- In technology news, designated library staff continued to attend meetings and test software modules to prepare for the migration to the library's new ILS. The go live date has been moved to the beginning of June. Technology programs for the public included *Free eBooks*, *eMagazines & Music*, and *Tech Troubleshooting with Teens*.
- Staff took advantage of professional development opportunities both with workshops and library-related meetings. Lisa Masten and Karen Benner participated in a two-part Public Library Association sponsored webinar titled *Supervise with Success*. Teen Librarian Bailey Ortiz hosted a Young Adult Librarians Roundtable at the library. Lisa Masten has attended several meetings of the Governance Committee of the library consortium's Library Connection. Director of Human Services Karen Futoma was the guest speaker and she spoke about teen mental health. Head of Children's Librarian Pat Pierce co-chaired the Children's Librarian Roundtable meeting. She also met with staff from Parks and Recreation and Human Services to assess Newington summer needs.

- Lisa Masten and Karen Benner met with Chief Information Officer Paul Boutot to work on the draft RFP for the Automated Collection Inventory System.. The revised RFP was given to Jeff Baron for his review and Paul was given the revised RFP as well to make sure the revisions were clear. The plan is to finalize it and post it in early April.
- Use of downloadable media continued to be every popular. 187 digital magazines were downloaded in March. *Us Weekly* and *Apple Magazine* were the top downloads. 3,976 ebooks including children's *Tumblebooks* and audio books were downloaded. 818 songs were downloaded from *Freegal*. Popular online resources being used by our patrons included *Ancestry.com*, *JobsNow*, *Morningstar*, *Mango Languages* and *PebbleGo Animal, Biography and Earth and Science databases*.
- In facility related issues, the reference office had a terrible odor that lasted for many days. Facilities came over and determined it was probably an animal had died behind the walls. While the odor was masked as much as possible, staff was given the option to relocate to do work if they chose.
- There are still ongoing issues with the cleaning service. Business Manager Lynn Caley continued to work with the cleaning service and Bob Korpak to resolve the problems.
- Interviews were held for the part-time teen library technician position. Eight candidates interviewed. A decision will be made in April. The closing date for the part-time adult services/technology librarian was March 24. Testing is scheduled for early April and interviews will be scheduled soon after that.
- Topics of note that were researched this month included:
 1. Art therapy for non-verbal teens.
 2. The durability of moissanite and how to clean it.
 3. Wake up service companies in Connecticut.
 4. Information about geography and the earth (school assignment)
 5. Books on ADHD.

MONTHLY CIRCULATION REPORT				
MARCH 2014				
	2014	2013	Gain/Loss	%Gain/Loss
CIRCULATION				
ADULT	21,962	20,095	1,867	9.29%
CHILDREN	12,651	10,786	1,865	17.29%
YOUNG ADULT	607	765	-158	-20.65%
DVD'S	7,344	7,883	-539	-6.84%
Digital Services				
DOWNLOADABLE BOOKS	3,976	546	3,430	628.21%
DOWNLOADABLE MAGAZINES	187	305	-118	-38.69%
DOWNLOADABLE MUSIC#	818	0	818	
DOWNLOADABLE MOVIES#	0	0	0	
E-READERS	19	13	6	46.15%
Other				
MUSEUM PASSES	68	57	11	19.30%
TOTAL CIRCULATION	35,220	31,646	3,574	11.29%
CUMULATIVE CIRCULATION YTD	290,586	289,463	1,123	0.39%
DAYS OPEN/MONTH	31	29	2	6.90%
AVERAGE DAILY CIRCULATION	1,136	1,091	45	4.11%
PATRON COUNT	17,740	18,243	-503	-2.76%
AVG. PATRON COUNT PER DAY	572	629	-57	-9.03%
SELF CHECKOUT CIRCULATION	358	356	2	0.56%
TOTAL # CARDHOLDERS	11,625	12,007	-382	-3.18%
SUNDAY CIRCULATION	3,151	2,557	594	23.23%
SUNDAY PATRON COUNT	1,503	1,363	140	10.27%
PUBLIC SERVICES				
TOTAL REFERENCE QUESTIONS	4,994	5,232	-238	-4.55%
TOTAL COMPUTER USE^	3,948	4,544	-596	-13.12%
TOTAL DATABASE SEARCHES*	38,183	13,007	25,176	193.56%
WEBSITE VISITS	7,487	7,449	38	0.51%
INTERLIBRARY LOAN--LOANS	957	950	7	0.74%
INTERLIBRARY LOAN--BORROWS	582	600	-18	-3.00%
PROGRAMS CHILDRENS	70	68	2	2.94%
PROGRAMS CHILDRENS ATTENDANCE	1,873	2,217	-344	-15.52%
PROGRAMS TEEN	3	6	-3	-50.00%
PROGRAMS TEEN ATTENDANCE	11	26	-15	-57.69%
PROGRAMS ADULT	9	11	-2	-18.18%
PROGRAMS ADULT ATTENDANCE	223	157	66	42.04%
NOTARY TRANSACTIONS	16	9	7	77.78%
VOLUNTEER HOURS	175	168	7	4.17%
MEETING ROOM USAGE-OUTSIDE GROUPS	24	19	5	26.32%
MEETING ROOM USAGE-LIB. PROGRAMS	62	58	4	6.90%
STUDY ROOM USAGE	250	226	24	10.40%
TOTAL LIBRARY HOLDINGS (ITEMS)	180,912	177,029	3,883	2.19%
#These services are new this year				
*These figures are being investigated				
^includes iPads added in 11/13				