



# 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: November 18, 2011  
 Re: Monthly Report – October 2011

#### GENERAL ADMINISTRATION

- Town Manager John Salomone and staff met to prepare and respond to the circumstances surrounding the winter storm of October 29 and 30, 2011. The Emergency Operations Center (EOC) was activated on October 29 and was staffed by various members of the Police Department and other Town Departments. Mr. Salomone oversaw the emergency operations, including storm cleanup, emergency shelter operations, public safety concerns, and worked with a CL&P liaison to obtain information about power restoration.
- Town Manager John Salomone attended various CRCOG, Midstate Collaborative and CTCMA meetings.
- Mr. Salomone attended several project meetings and several team meetings regarding various issues including Town Hall renovations and Cedar Mountain.
- 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.

Paid overtime during the month of September 2011 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	96.9	\$ 4,307.24
Weekend Stand-By And Call-In	16.0	651.60
Road Maintenance	4.0	166.68
Landfill/Grinding	6.5	264.90
Traffic	0.1	3.98
Co#1 Firehouse Paving	10.5	425.52
Winter Storm	<u>427.30</u>	<u>\$21,057.27</u>
<b>Total</b>	<b>561.30</b>	<b>\$26,877.19</b>
PARKS AND GROUNDS DIVISION	Overtime Hours	Cost
Weekend Duty	12.0	\$ 815.00
Football Game	18.0	724.50
Graves	12.0	610.00
Snow/Sand	102.0	4,275.00
Gym Floor	<u>15.0</u>	<u>874.00</u>
<b>Total</b>	<b>159.0</b>	<b>\$7,298.50</b>

POLICE DEPARTMENT	2011-12 Budget Overtime Appr.	Overtime Expended 11-12 YTD	2010-11 Budget Overtime Appr.	Overtime Expended 10-11 YTD
Administration	\$ 6,998.00	\$1,540.55	\$ 6,461.00	\$ 1,770.38

Patrol	563,361.00	219,898.77	554,004.00	181,516.35
Investigation	73,567.00	19,734.15	74,110.00	17,132.21
Communication	107,966.00	59,461.87	111,426.00	45,437.30
Education/Training	100,698.00	25,807.53	103,603.00	17,794.39
Support Services	40,452.00	9,719.40	37,985.00	5,306.34
Animal Control	9,567.00	1,093.95	12,144.00	2,650.76
Total	\$ 900,609.00	\$ 337,256.22	\$ 899,733.00	\$ 271,607.73
<b>HIGHWAY DEPARTMENT</b>				
Highway Operations	\$ 29,225.00	\$ 16,499.65	\$ 28,109.00	\$ 7,350.72
Snow and Ice Control	137,119.00	0	132,349.00	0
Traffic	8,684.00	2,421.83	8,345.00	2,551.25
Vehicles and Equipment	29,981.00	12,796.77	28,185.00	8,551.42
Leaf Collection	55,937.00	0	54,997.00	0
Total	259,946.00	\$ 31,718.25	\$ 251,985.00	\$ 18,453.39
<b>PARKS AND GROUNDS</b>				
Parks and Grounds	\$ 142,799.00	\$ 44,655.38	\$ 130,547.00	\$ 32,912.72
Cemeteries	15,635.00	2,046.87	14,893.00	2,569.86
Total	\$ 158,434.00	\$ 46,712.25	\$ 145,440.00	\$ 35,482.58

**PERSONNEL**

- Two rounds of interviews were held for the Air Conditioning/Heating Control Mechanic position in the Facilities Department. The position was offered to Shawn Brennan, who is scheduled to start in November.
- The testing and interview process commenced for the Equipment Operator I position in the Highway Department. A hiring decision will be made in November.
- A job opening for the Welder-Mechanic's Helper position was posted to the public on September 19 with a closing date of October 3. Testing was held on October 27 and the interview process will commence in November.
- Linda-Irish Simpson was appointed Council Clerk.

**PURCHASING**

- No bids/RFPs were posted in the month of October.

**RISK MANAGEMENT**

**2011-12 Blue Cross/Blue Shield Plan Year**

The third month of the 2011-12 plan year produced a combined paid claim total that was lower than those estimates that were developed at renewal. The monthly claims for the 2011-12 plan year were estimated at \$835,226. The total paid claims for September 2011 were \$729,352. The breakdown for the Town and Board of Education is as follows:

	<u>Cumulative Claims through September 2011</u>		
	Town	Board of Education	Total
Estimated Claims	462,134	2,043,545	2,505,679
Actual Claims	395,344	1,708,569	2,103,913

**FACILITIES MANAGEMENT**

- Facilities Manager Bob Korpak met with Kaestle Boos architects to develop a work scope and approach to Town wide infrastructure upgrade projects. A formal proposal to address the building needs was presented to the Town Manager as a result of these meetings. The Facilities Manager also met with BVH engineers to review roof conditions at several Town buildings in anticipation of CIP reviews in November.
- The facilities group completed 47 formal work orders during the month of October at the various Town Buildings.
- Ongoing roof repairs continue throughout the Town Hall on an as-needed basis when leaks occur. There is no solution for this issue short of roof replacements. A plan to replace the roofing will again be submitted to the CIP committee.
- Bi-weekly reviews were held with the cleaning contractor since the contract was issued for the Police building, Senior & Disabled Center and the Library and the results have been very positive. There has

been a very positive and noticeable difference at all locations to date. (No change. The results continue to be very positive at all locations.) The Town has extended the cleaning contract at the same pricing levels as the original term for the next fiscal year.

- The Library skylight flashing and window glazing has failed and presents numerous leaks into the building. A design to remove and reglaze the entire sky light was completed during October and the projected cost of this work will be presented to the CIP committee in November.
- Various Town building heating systems were checked and tested for the winter heating season. All of the boilers have been energized at this time and are fully operational.

## **INFORMATION SYSTEMS AND TECHNOLOGY**

- Logged 25 requests for service via the Internet, blocked 39,151 unsolicited SPAM email messages from being delivered, and blocked 925 viruses / Trojans, from impacting the Town's network infrastructure.
- Completed 68 formal work orders.
- The Town's website had approximately 22,777 visits during the month 60,099 page views with an average of 2.64 pages viewed per visit. The Town Homepage, Library Homepage, Assessor's Office and Town Employment sections were the most frequently visited pages.
- Information Technology staff assisted in activating the Emergency Operations Center prior to the arrival of Winter Storm Alfred. During the storm the town's emergency generator broke down resulting in loss of power to one of the town's main data centers. IT staff along with the assistance of the Facilities Department, Highway Department and Fire Department mobilized portable emergency generators to power telephone equipment. Network servers, storage area network appliances and other networking components were re-located from the impacted data center to another data center within town hall in order to maintain network availability (email, phones, data/ network access).
- Mr. Scott Hoagland, Application/ Network Specialist, Mr. Neil David, Network Administrator/ Project Leader and Mr. Thad Dymkowski, GIS Technician continued work on thin client distribution for Parks and Recreation and Senior and Disabled Center.
- Mr. Hoagland updated the Tax Collector's Quality Data Services Tax Application and tested the new version for compatibility with Windows 7 and 2008 R2 operating systems.
- Mr. Hoagland installed a thermal printer in one of the police department's vehicles as part of pilot program for electronic ticket issuance.
- Mr. Hoagland worked with the several departments on identifying old data files that were no longer needed. His efforts reclaimed approximately 10 GB of disk space.
- Mr. Dymkowski instructed assessor staff on the use of internal geographic information systems (GIS) tools.
- Mr. Dymkowski provided various levels of technical support to the Registrar of Voters in preparation of elections.
- Provided registrar of voters with new vote tally forms saving the town \$500 in professional printing costs.
- Provided Highway Department with GIS mapping for road construction scheduling.
- Mr. Dymkowski represented the Town of Newington as discussion panel member at a regional GIS conference.
- Coordinated and verified activation of election lines (HAVA) for polling places.
- Provided GIS mapping support to the Board of Education's Transportation Office.
- Deployed new workgroup printers at Fire Companies 1-4, Parks and Grounds Annex and Facilities Department.
- Mr. Paul G. Boutot, Director of Information Technology/ GIS Services participated in several conference calls with the Multi-State Information Sharing and Analysis Center.
- Mr. Boutot assisted Mr. John Salomone, Town Manager with various tasks during the power outage at town hall and operations in the emergency operations center.
- Mr. David deployed a virtual desktop infrastructure (VDI) environment for the Assessor's Office revaluation vendor and assessor staff to access their computer aided mass appraisal (CAMA) system (VISION)..
- Mr. David installed and configured new version of the town's help desk software application. It is expected that the new version will go online in November 2011.

## **FINANCE**

### **Accounting and Administration**

- With the deadline for the December 31 filing of the 2010-11 audit near, auditors from Blum Shapiro were on-site for most of the month and numerous hours of staff time were dedicated to completing this requirement.

- FY 2012-13 Budget Instructions were prepared and distributed.
- Instructions for the Capital Improvement Plan FY 2012-2013 through FY 2016-2017 were prepared and distributed to departments.
- On October 24th, the Employee Insurance and Pension Benefits Committee met. Dave McCluskey of Lockton gave an update of the Town's medical insurance program. Mark Shegoski and Ashley Martella of UBS reviewed the second and third quarter of calendar year 2011 results of the Town's pension and OPEB funds.

The Town received the following major grants during the month: Payment-in-lieu-of-tax (PILOT) program for State owned property of \$649,450, the first installment (25%) of the Education Cost Sharing (ECS) grant in the amount of \$3,158,154 and the balance of the \$500,000 grant for reimbursement for the Synthetic Turf Field in the amount of \$479,357. 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)  
10/31/2011

	<u>Interest Earnings</u>		<u>\$ Invested</u>
	<u>Budget</u>	<u>Actual</u>	
	<u>FY2011-12</u>	<u>Year to Date</u>	
General Fund	\$175,000	\$41,855	\$19,876,153
Special Revenue Funds	1,357	630	1,370,973
Capital Projects Funds	388	218	446,466
Internal Service Fund	10,000	930	4,319,932
Trust and Agency Funds	2,700	563	1,607,812
<b>TOTAL, ESTIMATED BY FUND</b>			<b>\$27,621,336</b>

INVESTMENTS, BY INSTITUTION TYPE

(Unaudited)  
10/31/2011

	<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	0.28	0.17	1,858	1216	11,054,040
CLASS PLUS	0.00	0.01	7	25	4,179,219
Bank North	0.20	0.20	36	1,175	214,245
People's Bank	.50	1.01	1,497	1,650	2,009,711
Sovereign Bank	0.45	0.45	5,239	6,806	10,164,120
<b>Total Outstanding Investments</b>					<b>\$27,621,336</b>

*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 September. The on-line data base was updated through the middle of that month.
- Work on the 2011 revaluation continued during the entire month. The field review portion of the revaluation continued with the drive-by street inspection of approximately 3,000 properties by the Assessor and/or a representative of CLT. These inspections revealed changes to properties and most of those changes were entered. About 30% of properties with building permits were inspected in September. This process will continue through the fall. The revaluation is on schedule for delivery at the end of the year.
- Approximately 1,600 personal property declarations were mailed out to owners of business equipment, furniture and fixtures as required by state law. The completed forms are due back to the Assessor's office by November 1, 2011. Work on these forms will continue through the fall and early winter.

Revenue Collector

- The Tax Collections for the 2010 Grand List amounted to \$324,522. Prior year tax collections amounted to \$43,509 which includes \$222 on Suspense accounts.

- The September Collections are within last year's range of a 53% collection rate.
- As a courtesy, the Tax Collector and staff contacted business owners directly to alert them of their delinquency.
- Over 4,300 Motor Vehicle Demand Notices were mailed to encourage individuals to pay their taxes before other collection methods are used.
- Revenue Collections for October on the Current Grant List amounted to \$322,958.09.
- The Real Estate Demands sent last month resulted in the large increase of revenue for October as \$117,251.64 was collected for "back taxes," of which \$58,930.02 was collected from two of the top delinquent accounts.
- The percentage of collections for in line with last October at 53.7%
- UCC Liens (58) were filed with the Secretary of State's Office for businesses still owing their Personal Property taxes.

**TOWN CLERK**

- There were 445 documents filed on the land records during October. \$23,808 was collected in Town conveyance tax and \$89,073 was collected in State conveyance tax.
- There were several notable sales during the month:
  1. Property at 2175 Berlin Turnpike sold for \$1.5 million from JHS LLC to Kidco Property LLC.
  2. 105 Day Street sold for \$800,000 from APMI Newington LLC to JJRB Associates LLC.
  3. ML Realty LLC sold 16 Rockwell Road to The Sunshine Laundry Company for \$735,000.
  4. Rotundo Enterprises LLC sold 425 New Britain Avenue to Newington Thai LLC for \$495,000.
- The office certified 82 vital records and issued six burial and four cremation permits.
- Six Notary Public commissions were filed.
- The staff indexed 125 mortgages, 25 liens and 153 releases.
- Public Act 11-201 which became effective on October 1<sup>st</sup> requires anyone who commences a foreclosure action to register the subject property with the Town Clerk. Prior law required a registration fee of \$100 payable to the municipality; the new law mandates a \$53 filing fee. During October seven Foreclosure Registration forms were filed with the Town Clerk.
- In August it was reported that the Town had joined the Connecticut Town Clerks' Portal for online access to Town land records allowing 24/7 access to view and/or print land record copies. September revenue was \$223; October revenue increased to \$315.
- Within the Connecticut Town Clerks Association is a Mentor Committee (chaired by the Newington Town Clerk) that allows newly elected or appointed town clerks to be mentored by a more experienced professional. The Town Clerk has volunteered to mentor the Assistant Town Clerk from Hartford, and hosted a visit to the Newington office for an overview of practices and procedures.

<b>DATA SUMMARY OCTOBER 2011</b>				
	<u>October-11</u>	<u>October-10</u>	<u>FY 11/12 to Date</u>	<u>FY 10/11 to Date</u>
Land Record Documents	445	477	1737	1934
Dog Licenses Sold	24	15	354	383
Game Licenses Sold	34	38	89	176
Vital Statistics				
Marriages	24	13	88	88
Death Certificates	31	19	105	100
Birth Certificates	30	25	112	93
Total General Fund Revenue	\$ 38,480.25	\$ 31,630.88	\$143,508.44	\$151,215.50
Town Document Preservation	\$ 843.00	\$ 914.00	\$ 3,208.00	\$ 3,549.00
State Document Preservation	\$ 844.00	\$ 914.00	\$ 3,210.00	\$ 3,612.00
State Treasurer (\$26 fee)	\$ 15,156.00	\$ 16,452.00	\$ 42,552.00	\$ 62,748.00
Locip	\$ 1,263.00	\$ 1,371.00	\$ 4,809.00	\$ 5,229.00
State Game Licenses	\$ 433.00	\$ 397.00	\$ 1,177.00	\$ 1,948.00
State Dog Licenses	\$ 201.00	\$ 103.00	\$ 2,012.50	\$ 2,506.00
Dog Licenses Surcharge	\$ 72.00	\$ 36.00	\$ 804.00	\$ 872.00

Marriage Surcharge	\$ 190.00	\$ 95.00	\$ 646.00	\$ 646.00
<b>Grand Total</b>	<b>\$ 57,482.25</b>	<b>\$ 51,912.88</b>	<b>\$201,926.94</b>	<b>\$232,325.50</b>

## POLICE DEPARTMENT

- One hundred and seventy-nine applications for the Public Safety Dispatch position were received. Of those, 40 applicants were invited to take the practical test to be conducted on Thursday, November 3.
- The Police Department was awarded a contract by the Department of Justice for \$1998.94 for Bulletproof vests. This award is shared 50/50 with Newington matching their funding for vest replacements. Bulletproof vests cost approximately \$800 each.
- Patrol Calls for October are as follows:

AlarmBurg	116	LarcFromMV	9
ALARMHOLD	8	LARCIP	27
ANIMAL	15	LarcRep	39
ASSAULTIP	1	LOCATION	205
ASSAULTREP	1	LOCKOUTMV	2
Assist	24	LOCKOUTRESID	3
BADCHECKNSF	1	M	184
BOLO	1	MISSING	8
BREACHIP	16	MVABAND	6
BREACHREP	1	MVAEVADING	20
BURGIP	1	MVAInjury	18
BURGREP	10	MVAProp	113
Check	76	MVASSIST	77
CLEARLOT	5	MVComplaint	38
COURT	21	Neighbor	8
CRIMMISGRAF	1	NOISE	14
CRIMMISIP	2	NOTIFICATION	3
CRIMMISREP	11	OPENDOOR/WIN	10
CSO	19	PARKINGVIOL	19
CustomerIP	11	PISTOLPERMISSUED	3
CUSTOMERREP	2	PISTOLPERMTEMP	2
Dog	30	PROPFFOUND	4
DomesticIP	21	PROPLOST	6
DomesticRep	14	RecoveredMV	1
DRUG	6	ROBBERYIP	2
DUI	9	ROBBERYREP	1
EDP	13	SERVWARRANT	45
ESCORT	39	SEXASSAULTRE	1
F/ALARM	27	SHOTS	4
F/Hazmat	3	SpecDetail	64
F/Other	29	StolenMV	6
F/RESCUE	1	SUDDENDEATH	1
F/STRUC	17	SUICIDE	1
F/VEH	1	SUICIDEATT	2
FWATER	1	SUSPICIOUSIP	119
FINGERPRINT	26	SUSPICIOUSREP	41
FIREWORKS	1	THREATREP	5
FollowUp	50	TOBACCO	2
GUN	1	TOWNORD	1
Harassment	26	TRAFFIC STOP	595
HAZARD	297	TrespassIP	11
INTOXICATED	5	TRESPASSREP	1
JUVCOMP	27	<b>TOTAL FOR NPD</b>	<b>2,619</b>
K9	5		
Land/Tenant	5		

#### Patrol Investigations:

- Patrol officers were dispatched to the area of Michaels Arts and Crafts store on the report of a robbery. Upon arrival, officers located the victim and learned that she was in the parking lot of Michael's when an unknown male suspect forcefully stole her purse from her. During the struggle with the suspect, the victim was pulled to the ground and sustained a minor injury to her knee. Officers learned that the suspect, a white male wearing a black hooded sweatshirt, had last been seen running toward Aldi Food Store. Additional officers and a police K-9 were sent to the area to search for the suspect. The suspect was not located and this case currently remains under investigation.
- Officers responded to Mountain Road near Knollwood Road for a report of a kidnapping. Upon arrival officers spoke with a man who explained that he and a Newington man had been camping on Cedar Mountain when an ex-boyfriend of the Newington man arrived uninvited. The ex-boyfriend threatened the man and then forced the Newington man into a vehicle and fled. Officers were able to locate the suspect and the victim at a residence in another town. Upon locating the victim, officers learned that he had been assaulted by the suspect and sustained significant injuries to his face. The suspect was arrested. He was charged with Kidnapping 2<sup>nd</sup> Degree, Assault 2<sup>nd</sup> Degree, Strangulation 3<sup>rd</sup> Degree, Threatening 2<sup>nd</sup> Degree, Breach of Peace, Criminal Mischief 3<sup>rd</sup> Degree, and Criminal Violation of a Protective Order. He was held on a \$125,000.00 bond.
- An officer patrolling the Berlin Turnpike discovered that a local business on the Berlin Turnpike, had been burglarized. Additional officers responded and the building was entered and searched for suspects. No suspects were located inside. The business owner was contacted and responded to the store to assist the officers with determining if anything had been stolen. Upon consulting with the business owner, officers learned that two luxury vehicles, a BMW and an Infinity, as well as large amount of high end electronics were stolen. Both stolen vehicles have since been located in the city of Hartford. The BMW was processed for evidence by NPD Detective Division personnel. At this time no arrests have been made and this case remains under investigation.

#### Detective Division:

- Handled 65 investigations, 44 remain ongoing and 21 were closed by investigative methods.
- Served 37 arrest warrants, 31 by Patrol Officers and 6 by Detective Division personnel
- Traveled to Chicago Illinois on 10/22 /2011 to arrest a fugitive from justice. Detectives arrested that suspect at the Cook County Correctional facility and escorted him back to Newington to answer the charge of Larceny in the first degree. The suspect, while an employee of a local insurance broker, is alleged to have issued counterfeit insurance policies defrauding clients of over \$100,000.
- Investigated the alleged sexual assault of a 6 month old baby. The investigation of the assault which is alleged to have occurred at the hands of the child's father is still ongoing.
- Sought and obtained arrest warrants in a bank fraud in which several individuals cashed fraudulent checks at local banks. Two of the suspects were apprehended, while a third suspect is being sought.

#### Community Service Officer (CSO):

- Developed a new Bullying presentation for the STEP UP program.
- Began the STEP UP program at John Wallace Middle School. The STEP UP Program is a four week program (8 different classes) focusing on Respect, Introduction to Tobacco, Internet Safety and Bullying.
- Deployed the traffic trailer on Roseleah Avenue due to the heavy flow of traffic on the weekends caused by sports programs.
- Stealth Stats deployed on Fisk Drive.
- Participated in a Breakfast with the Men's Club at Cedar Mountain Commons to discuss current issues and happenings around town.
- Met with Donna Miller, Library Director, regarding a problem patron and concerns.
- Worked on advertising and participated in the DEA Drug Take Back at Walmart.
- Attended a Workplace Violence Seminar put on by Sergeant Moon at The Curtiss Building for Hartford Hospital management.
- Attended 2 Parent/Child Workshops at the Library. The Workshops allowed parents to ask safety questions regarding their children and neighborhoods along with allowing new residents to obtain information about the town of Newington.
- Attended the monthly Chamber of Commerce meeting.
- Attended an evening Wellness Program at Ruth Chaffee for the PTO. Presented Halloween safety tips. Also presented an Officer Safety/Halloween Safety hints program to four Kindergarten classes at Ruth Chaffee.
- Attended a 2 day Street Survival Seminar put on by Calibre Press.

**UCR/NIBRS Selected Crimes**

**Preliminary September 2011**

**September 2010**

<b>Type of Crime</b>	<b># of Offenses</b>	<b>Value of Crime</b>	<b># of Offenses</b>	<b>Value of Crime</b>
Murder	0		0	0
Forcible Rape	0		0	0
Robbery	0		0	0
Assault	6		18	-0-
Burglary	14	\$20,868	12	\$76,696
Larceny Theft	54	\$80,892	56	\$138,481
Auto Theft	11	\$30,719	2	\$4,415
<b>Totals</b>	<b>85</b>	<b>\$132,479</b>	<b>88</b>	<b>\$219,592</b>

- In September 2011 the police department arrested 92 adults: 8 for assaults, 3 for burglary, 3 for forgery and fraud, 1 for vandalism, 1 for weapons violation, 1 for sex offense, 10 for narcotic violations, 6 for offenses against family & children, 15 for DUI, 2 for disorderly conduct, 25 for larceny, and 17 for other miscellaneous offenses. The department also arrested or referred 7 persons under the age of 18 for criminal acts: 1 for assault, 1 for larceny, 1 for vandalism, and 4 for all other offenses.
- Police Department Overtime
  - Comparison – September to October 2011
    - OT September \$100,654 (1 holiday and Hurricane Irene Overtime)
    - OT October \$ 87,385
    - Total decrease \$ 13,269
  - In October, there was one officer on maternity leave, two officers in Field Training, and one dispatcher vacancy. These positions were mostly filled with overtime. Overtime reflects a period of 28 days and included one holiday.
  - Administration overtime of \$745, is an increase of \$248 and included one holiday pay.
  - Patrol overtime of \$56,159 is a decrease of \$16,645. As noted above, 3 positions in Patrol are temporarily suspended due to uncontrolled circumstances, these vacancies in Patrol have an impact on overtime costs. All three positions are expected to be returned to patrol status in November. Holiday overtime cost the Patrol division approximately \$10,000.
  - Detective Division Overtime of \$8,875, is an increase of \$6,164. Holiday overtime cost the Detective Division \$3,700. Increase in overtime included investigations for burglaries, suicide, robberies, narcotics arrest, a sudden death, and a kidnapping that resulted in some overtime.
  - Communications overtime of \$14,149 is a decrease of \$1,937. There is a dispatcher vacancy that will create overtime until it is filled. Holiday overtime cost was \$2,000. There were fewer days off in October.
  - Education overtime of \$2,280 is a decrease of \$3,391. There were fewer training days in October.
  - Support Services overtime of \$4,822 is an increase of \$2,095. Holiday overtime cost approximately \$3,000.
  - ACO overtime of \$335 is an increase of \$176 for a total of two call outs for animal control.

**FIRE DEPARTMENT**

The following is a report of the activities of the Newington Fire Department for the month of October, 2011. During this period fire department members responded to 196 alarms or emergencies. A summary of these alarms and a manpower response breakdown is detailed below:

	<u>October</u>	<u>4-Month Activity</u>
Residential	107	155
Commercial, Industrial, Office	10	19
Hospital, School	0	1
Vehicle	3	11
Rescue, Police Assistance	2	12
Dumpster, Rubbish, Grass		
Brush, Leaves	0	8
Hazardous Materials/Cleanup	8	15
Investigative Alarm	40	101
False Alarm	0	0

Mutual Aid/Standby	2	8
Carbon Monoxide Investigation	13	21
Water Related Incidents/Pump-Outs	11	24
Total:	196	374

### Training Summary

Multi-Company Training	Confined Space Fire Suppression Driver Exam	124 hours 96 hours 75 hours
Officer Training	Pre-Plan Training-Reno Machine	28.75 hours
Driver Training		59 hours
Department Training	Oxygen Emergency	167.5 hours
Capitol Region Training	CRFCA	4 hours
Task Force Training	Fuel Emergency	21 hours
<b>Total</b>		<b>408.75 hours</b>

### FIRE MARSHAL

The Fire Marshal's Office completed the following activities during the month of October, 2011.

INSPECTIONS	26
INSPECTION FOLLOW-UPS	38
PLAN REVIEW	10
JOB SITE INSPECTIONS	6
UNDERGROUND TANK REMOVAL	0
FIRE INVESTIGATIONS	3
FIRE ALARM TROUBLE	3
COMPLAINTS	3
HAZ/MAT	8
BOMB THREATS	0
BLASTINGS	0

#### Incidents:

- A small fire in the bedroom of a two family home on Buena Vista Avenue caused minor damage to the second floor unit. The fire was ruled accidental in nature and was the result of candles being left unattended.
- A dryer fire at a Webster Court condominium complex caused moderate damage to the second floor unit. The fire was ruled accidental in nature.
- A basement fire in a single family home on Robbins Avenue caused moderate damage to the home. The fire was ruled accidental as a result of the failure of a masonry fireplace.

#### Fire Marshals Activities:

- Attended the monthly meeting of the Connecticut Fire Marshals Association in Southington.
- Attended a Division of Emergency Management and Homeland Security Web-EOC training session in Hartford.
- Participated in the Annual Fire Prevention "Open house" at fire headquarters.
- Conducted the Annual Balf-Town Committee meeting at Town Hall.
- Attended the monthly meeting of the Capital Region Emergency Planning Committee in Hartford.
- Conducted the quarterly meeting of the Local Emergency Planning Committee at police headquarters.
- Attended a meeting with representatives from the V.A. Medical Center to review plans for the installation of a temporary aboveground fire service line.

- Attended the monthly Board of Fire Commissioners meeting at Company #2 firehouse on Richard Street.
- Attended the monthly town hall staff meeting at police headquarters.
- Assisted town staff at the Emergency Operation Center and with High School Shelter activities during storm Albert.

## **HIGHWAY DEPARTMENT**

### Administration

- Attended various staff and committee meetings
- Met with residents to discuss various issues and concerns
- Met with EOC in preparation of impending winter storm.
- Continued to meet with EOC in the aftermath of the October 29-30 winter storm
- Assisted Town of Wethersfield on an oral/practical board for a promotional maintainer position
- Conducted oral interviews for Highway Operator I position
- Held a written test for Mechanic Helper / Welder position
- Reviewed and selected seasonal leaf employees
- Highway Superintendent attended University of Connecticut Roadmaster Graduation
- Met with FEMA representatives regarding debris management for Tropical Storm Irene

### Roadway Maintenance

- Completed the reconstruction of the north side parking area of Company #1 Firehouse
- Continued with Landfill material processing
- Continued with Town wide litter collection and graffiti removal
- Continued with Town wide pot hole patching and curb/topsoil repairs
- Assisted Traffic Division in line painting
- Crews cleaned and repaired catch basins throughout Town
- Cleared several waterways throughout Town of vegetative debris and beaver dam
- Assisted outside contractor in the grinding of wood chips at landfill
- Reconstructed pathway and bridge at Mill Pond
- All Highway personnel were called in for the first snow storm of the season on Saturday October 29.

### Traffic Division

- Installed and/or repaired missing/damaged street name and regulatory signs
- Assisted with traffic control in relocation of speed boxes
- Continued with roadway line painting Town wide

### Fleet Maintenance

- Mechanics completed the annual maintenance/installation of leaf equipment and vehicles.
- Began the setup of one of three cruisers.
- Fire Department Apparatus fall services were started.
- Due to the major storm that impacted our region all vehicles converted from leaf setup to snow plow operations.
- During the snow storm mechanics assisted with clearing of town roads.
- Mechanics also continued with preventative maintenance and emergency repairs to all Town vehicles and equipment.

### Sanitation/Recycling/Landfill

- Scheduled 757 residential bulk items for collection
- Scheduled 48 condominium bulk items for collection
- Scheduled 42 condo/residential scrap metal items for collection
- 2228 tons of cumulative Municipal Solid Waste were collected from 7/1/11 – 9/30/11
- 607 tons of cumulative recyclables were collected from July 1, 2011 through September 30, 2011
- 434 mattresses collected from July 1, 2011 through September 30, 2011
- Issued 36 permanent landfill permits and 8 temporary permits

**TOWN PLANNER**

- Town Plan and Zoning Commission (TPZ):The TPZ voted October 26 to approve the Toll Brother’s Special Permit for open space subdivision and the site development plan for the 73 acre Balf Company property. The approved development plan requires 21 modifications that will impact lot yield, perhaps reducing the proposed number from 62 to approximately 55 lots. The final layout will require the dedication of 44 acres of open space to the Town for public use. This area includes the Cedar Mountain ridgeline, wetlands and the westerly two-thirds of the Balf property which is characterized by terrain with slope in excess of 15 percent.
- On October 26 the Zoning Regulations were amended to permit by special exception “fueling stations” as accessory uses within a shopping center with grocery super store of at least 60,000 square feet. There are two or three existing shopping centers that could qualify for “fueling stations” uses.
- Transit-Oriented Development Grant – National Welding Demolition: The grant application for \$820,000 to remediate and demolish the former National Welding building at 690 Cedar Street did not receive funding. The Governor’s office announced the award of \$5 million for transit-oriented projects associated with rail and busway stations. The National Welding property is adjacent to the Cedar-Fenn busway station, a location where mixed use development could have benefited from redevelopment of this brownfield site.
- New Samaritan Elderly Housing Project: The 32-unit affordable elderly housing project on Mill Street extension is nearing completion. The New Samaritan Corporation expects to finalize application screening and begin to interview prospective tenants in late November. The Town’s Small Cities project to rebuild Mill Street, replace lighting, sidewalks and dumpster enclosures at the Housing Authority, as well as construct 68 new parking spaces for the Senior and Disabled Center, is moving along and will be completed before winter.

**BUILDING DEPARTMENT**

- A Building Permit was issued for construction of a new single family home at 120 Robbins Avenue
- A Mechanical Permit was issued to replace 3 heat / cool roof top units at the John Wallace Middle School, 71 Halleran Drive.
- A Plumbing Permit was issued to install a handicap drinking fountain per State Health Inspectors Report in cafeteria at 160 Superior Avenue – Ruth L. Chaffee School.
- The Inspectors completed a total of 125 inspections. They were: Above Ceiling (1), Chimney (1), CO (6), Decks (4), Electrical (21), Final (33), Footings (6), Framing (3), Gas Line (12), Hot Water Heaters (2), Insulation (3), Mechanical (5), Pools (4), Roof (1), Rough (21), Sheds (1), Signs (1).
- There were 3 Certificates of Occupancy issued in October. A second story addition at 647 North Mountain Road, Alterations / Renovations due to fire at 145 Francis Avenue and Rock Paper Scissors hair Salon at 2435 Berlin Turnpike.

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

- D. Jourdan - New England Municipal Building Officials Seminar – October 3-5, 2011
- R. Smith - Spray Polyurethane Foams for Insulation Applications and Code Compliance - October 13, 2011
- Boiler Installations – October 20, 2011
- A. Hanke - Non Structural Plan Review – October 12, 2011
- Boiler Installations – October 20, 2011
- D. Zwick - Non-Structured Plan Review – October 27, 2011

The total number of Building/Renovation Permits issued for the month of October was **127** producing a total permit value of **\$1,761,643.00**. They are categorized as follows:

<u>TYPE OF PERMIT</u>	<u># OF PERMITS</u>	<u>VALUE OF PERMITS</u>
ADDITIONS /ALTERATIONS	18	650,156.00
DECK	2	4,875.00

DEMOLITION	2	7,700.00
ELECTRICAL	19	29,809.00
FENCE	0	0.00
FIRE SUPPRESSION / SPRINKLER	0	0.00
FOOTING / FOUNDATION	0	0.00
FUEL TANK	3	4,355.00
GARAGE / SHED	4	13,985.00
MECHANICAL	23	520,865.00
NEW COMMERCIAL	0	0.00
NEW RESIDENTIAL	1	167,440.00
PLUMBING	19	25,955.00
POOL	1	18,000.00
ROOFING / SIDING	31	314,703.00
SIGN	3	1,950.00
TENT	1	1,850.00
TRAILER	0	0.00
<b>TOTAL</b>	<b>127</b>	<b>\$1,761,643.00</b>

The total Building income fees received in the month of October was **\$21,024.00**

The total fees for other income were as follows: Town Planning and Zoning (Applications/Publications) \$1450.00, Environmental \$360.00, Conservation \$0.00, Zoning Board of Appeals \$75.00, Copies, Books and Maps \$91.00, Driveway / Excavation \$750.00, Engineering copies \$168.00. The other total income is \$2894.00

Below is a comparison of the Permit Values for October 2011 and October 2010

	<u>2011</u>	<u>2010</u>
Value of Permits issued for October:	\$1,761,643.00	\$1,169,093.00
Fees for Permits issued for October	\$21,024.00	\$12,905.00
Other income Fees for October	\$2894.00	\$1164.00
Building Permits Issued for October:	127	134

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

<u>2011-2012</u>		<u>2010-2011</u>	
<u>Value</u>	<u>Permit Fee</u>	<u>Value</u>	<u>Permit Fee</u>
\$5,908,593.00	\$58,771.00	\$4,749,708.00	\$61,430.00

### **ENGINEERING DEPARTMENT**

- During the month of October, the Engineering Department issued seventeen excavation permits as follows:
  - 6 driveway excavation permits
  - 6 gas main lateral permits
  - 3 CATV
  - 1 water service
  - 1 main extension
- The Town Engineer participated in the monthly Inland Wetlands Commission meeting. There was a vote to approve Application 2011-09, development at 3573 Berlin Turnpike.
- Held a project construction meeting for the Market Square Streetscape Project with the contractor, Nunes Construction. The south side of the street predominately has the granite, pavers, tree foundations and light bases installed to date.
- Attended a meeting at CONNDOT with regard to upgrading the New Haven to Springfield rail line. Additionally, we conducted a special meeting with an engineering consultant, HNTB, to discuss the drainage infrastructure in the area of the rail R.O.W.
- Site plan reviews continued for various sites still under design by private consultant.
- The Downtown Revitalization Committee held a meeting with Mayor Lenares, the topic of discussion being the rain events in relation to the project timeline.

- Project meeting was held with Quality Associates, contractor for the Mill Street Extension project. The contractor is demonstrating progress, although the rain events have caused a lag time of approximately 1 week in scheduling.
- Engineering staff met with D.E.E.P. for the annual field review of the channelized portion of Piper Brook.
- Engineering staff continued to administer and monitor driveway and excavation permits.

**HUMAN SERVICES**

- As a result of the October winter storm an emergency shelter was set up at Newington High School from Sunday October 30 until Saturday November 5. Residents stayed each night with the highest number at 83 on Tuesday night. Over 3,000 meals were served during the week and an almost 2,000 residents used the shelter for warming, showers and cell phone charging. This was a tremendous undertaking for Human Services staff who received amazing cooperation and assistance from the Schools, Senior and Disabled Center, Parks and Recreation, Library, Police, Fire, Highway, Volunteer Ambulance, Town Manager's Office, other town departments and many volunteers
- The difficult economy with rising costs for utilities and other basic needs in addition to the storm continues to have an impact on low income households. Staff received numerous calls from residents struggling to pay their basic need bills and concerned about reduced federal and state funding for energy assistance.
- Staff and volunteers began preparations for the Holiday Food, Toy and Gift Programs with Thanksgiving distribution set for Thursday November 17.
- Department staff responded to 672 information and referral calls or walk-ins this month. The Food Bank assisted 162 households and the Clothing Closet handled 27. The Special Needs Fund assisted 12 households with medical and utility bills.
- The Open Air Market co-sponsored with Food Share served 159 households on two days this month. A total of 112 Farmer's Market food coupons were distributed to eligible seniors and residents with disabilities living in senior housing.
- ICAN (Interfaith Community Action of Newington) volunteers responded to 6 requests including shopping, yard work and driving to medical appointments.
- The Social Casework Program had a caseload of 118 with 22 new referrals. Some of the increase was due re-determinations for the food bank and assisting seniors with Medicare D. Presenting issues included financial difficulties, housing, substance abuse, health, mental health, social security, and domestic conflict.
- The Youth and Family Counseling Program handled a caseload of 59 with 11 new referrals and 5 inactive cases. Coordinator Christina Salvio and contractors provided 113 clinical therapy sessions and made 96 contacts with families and other agencies.
- Positive youth development programs provided by Youth Worker Rik Huggard, Part-Time Youth worker Michelle Pestillo and contractors involved 475 youth.
- The Rite of Passage Experience held its second cycle with sixth grade students at Martin Kellogg and John Wallace as part of the School Health and Wellness curriculum. The program teaches skills in problem solving, decision making, communication, team cooperation and leadership. The all day final challenges were rescheduled for November due to the storm.
- The Fall SCORE program for middle school age youth had 85 participants in activities such as horseback riding, adventure club, geo-caching, trips to Lyman Orchard and Pequot Museum, ropes course, crafts and more.
- The new Adventure Bound Challenge (ABC) after-school program for eighth grade students funded by Liberty Bank has 26 youth participating. They are meeting each month and focus on the transition from middle to high school.
- Youth Worker Huggard facilitated a hiking and geo-caching program with the High School Self-Awareness Class involving 12 students. A community service project is planned for November.
- The outdoor challenge course was still active this month with several groups including CCSU and a special team-building program for Highway and Parks and Grounds employees.

	<b>FY 11-12 Undp. Total This Month</b>	<b>FY 10-11 Undp. Total Last Month</b>	<b>FY 11-12 Cum. Undp. Total YTD</b>	<b>FY 10-11 Cum. Undp. Total YTD</b>
<b>Selected Programs</b>				
<b>Youth and Family Counseling</b>	<b>59</b>	<b>59</b>	<b>77</b>	<b>88</b>
<b>Positive Youth Development</b>	<b>475</b>	<b>195</b>	<b>1288</b>	<b>1276</b>

<b>Information and Referral</b>	<b>672</b>	<b>595</b>	<b>2350</b>	<b>2181</b>
<b>Social Casework Cases</b>				
<b>Under 55 = 58</b>				
<b>Over 55 = 60</b>	<b>118</b>	<b>116</b>	<b>159</b>	<b>205</b>
<b>Food Bank Households</b>	<b>162</b>	<b>155</b>	<b>619</b>	<b>581</b>
<b>Special Needs</b>	<b>12</b>	<b>20</b>	<b>60</b>	<b>71</b>

### **SENIOR AND DISABLED CENTER**

- Center Director Dianne Stone and Administrative Coordinator Denise Haas attended the grand opening of the Liberty Bank branch on October 4<sup>th</sup> and accepted a donation of \$1000 from the Liberty Foundation that was used to purchase new audiovisual equipment for video based classes.
- Ms. Stone was an invited presenter at the Massachusetts Councils on Aging conference on October 6<sup>th</sup> in Sturbridge.
- The Central Connecticut Health District conducted Flu Shot Clinics at the Center on October 5<sup>th</sup> and October 21<sup>st</sup>. While many shots were administered, there were not long waiting lines, a product of both the efficiency of the CCHD and a smaller demand.
- On October 11<sup>th</sup>, Wellcare sponsored “Proud to be an American”. This was a free program that featured popular entertainer Bob Mel and apple pie and was enjoyed by a sell out crowd of more than 80.
- On October 14<sup>th</sup> Michael Robinson, Executive Chef from Emeritus of Rocky Hill, presented a program on nutrition and diabetes.
- On October 28<sup>th</sup>, Megan Bourne, Pharm D Candidate at UConn and intern at Target of Newington spoke about over the counter treatment options for common digestive issues.
- Program Coordinator Eleanor Eichner spent most of the month working on details for the Annual Expo scheduled for November 4<sup>th</sup>. (This event was a casualty of the storm).
- Ms. Eichner met with a teacher and students from the Transitional Academy of Newington. One of the students will volunteer in the Center’s kitchen twice a week and they will sponsor a holiday breakfast in December.
- Lunch service at the volunteer operated Coffee Shop have been temporarily suspended as staff and volunteers evaluate current operations and options for the future.
- Several facility issues have arisen at the Senior and Disabled Center including a fault within the fire alarm system that has proven difficult to identify but that has created several ‘false’ alarms and a piping issue related to the HVAC system that has created several leaks throughout the building. Both issues are being addressed by the Facilities Manager.
- Improvements in the health offices continued with the installation of new counters and furniture. These improvements are being funded through the Center’s donation funds as authorized by the Commission on Aging. The Commission also authorized the construction of a new sales desk for the volunteer operated Gift Shop.
- The Open Enrollment period for Medicare Part D began on October 15<sup>th</sup> and Social Worker Teri Snyder has been providing CHOICES counseling to numerous residents. The process has been complicated by computer issues as well as by the absence of our CHOICES volunteer.
- There were 50+ programs offered by the Center in the month with some one time programs and others ongoing with a total recorded attendance of 2462 by 593 people. Actual attendance is higher as many participants still do not sign in.
- The Center currently has 1,923 paid members and 585 registered Dial-A-Ride users.

### **PARKS AND RECREATION**

#### Administration

- Superintendent attended weekly construction meetings involving the Newington High School and Mill Pond projects.
- Superintendent met with staff on weekly basis regarding various work assignments and issues.
- Superintendent met with Acting Athletic Director at Newington High School.
- Superintendent met with residents to address various issues and concerns.
- Superintendent held meetings with contract representatives for the Mill Pond Project.
- Superintendent has been working on the Parks & Recreation 2011-2012 budget.

- Superintendent coordinated events before and after the 'winter storm' with other Town Department Heads and staff.
- Superintendent assisted with various issues in the EOC during and after the 'winter storm'.
- Superintendent was on the interview panel for an Operator I position in the Highway Department.
- Superintendent met with the members of the Clem Lemire Synthetic Turf Athletic Field Building Committee.

#### Recreation Division

- Most Fall Programs have already begun and have been ongoing throughout the month of October.
- The Newington High School Indoor Pool opened for recreational swimming on Monday, October 3<sup>rd</sup>, and will be open for residents to swim on most Monday, Wednesday and Friday evenings throughout the school year.
- S. Glasson created the Winter 2012 Program Guide, which will be distributed to Newington residents as an insert in the November issue of Newington Life.
- Teen Center and Mortensen Community Center staff training was held.
- K. Gallicchio met with team representatives from the Women's Volleyball League and Men's Basketball League the week of October 24<sup>th</sup>.
- Travel Basketball tryouts were held for boys in grades 5 through 8. There are 4 teams in the Boys' Travel Basketball program (5<sup>th</sup>, 6<sup>th</sup>, 7<sup>th</sup> & 8<sup>th</sup>).
- Around 266 students from Martin Kellogg and John Wallace attended our 7<sup>th</sup> & 8<sup>th</sup> grade dance on Friday, October 28. Non-perishable food items were collected for the town's food pantry as part of admission to the dance.
- There were 3 bus trips this month:  
October 2, Cape Cod Central Railroad & Canal Cruise - 17 people attended.  
October 8, New York City Food & Markets Tour – 13 people attended.  
October 29, Salem, MA, Haunted Happenings – 16 people attended
- The Annual Children's Halloween Party was held on October 29, in the Community Center. This year, over 180 children attended with their parents. Fun was had by all. A Zumba Instructor and a Magician performed at the festivities.

#### Parks & Grounds

- As time permitted crew members began the repair to Churchill Park tennis courts. This included the removal of debris from the large cracks and filling the voids with asphalt.
- Ben Breikreutz GKIII began the repair to the soft surface material at Mill Ponds Playscape.
- Crews worked at Company #1 Firehouse cleaning the trees and brush that had grown on the bank in the rear of the building.
- Three crew members refinished the gym floor at the Mortenson Community Center.
- The department responded to an early snowstorm of approximately eight inches in depth.
- There were ten interments in town cemeteries this month.
- Division personnel were offline a total of 26 days this month.

#### LIBRARY

- The Library was closed from Oct. 29-Nov. 2 due to the snow storm on the 29<sup>th</sup>. Assistant Library Director Lisa Masten attended department head meetings until Library Director Donna Miller was able to get out of her street, and worked with Human Services to schedule people for the emergency shelter. Five Library staff worked at the shelter, including doing story times for young children. When the Library opened on Thursday, many were using it as a warming and charging shelter, and for access to the internet on Library PCs or their own laptops.
- The Library received a \$2,000 grant from the new Liberty Bank on Main St. at their grand opening on October 4th. Funds will be used for programs for job seekers, and the "We All Get Ready to Read" children's literacy programs.
- The Library hosted the School and public librarians' annual joint meeting on Oct. 17th. Sue Schneider gave an overview of how to download e-books from the Library's catalog to their e-Readers, and everyone gave updates on their libraries.
- The Friends of the Library had their 50<sup>th</sup> Anniversary Celebration Finale event on Sat., Oct. 15th, including a community information fair, musicians and an ice cream social. Over 300 scoops of Mortensen's ice cream were enjoyed by everyone!
- Ms. Miller gave 25 Newington High School Class of '61 Reunion members a tour of the Library on Oct. 8<sup>th</sup>. They shared fond memories of the "old" Library prior to expanding.

- The Library purchased two new Kindle e-Readers for circulation and is now checking out 3 new Barnes & Noble Color Nooks, which are pre-loaded with ebooks and go out for 3 weeks. We also have 2 regular Nooks, 2 Sony eReaders and an MP3 player that may be checked out.
- Technology: Ms. Masten is working on a digital signboard for the main lobby, a replacement pay-for-print and PC reservations system, and purchasing more ebooks.
- Shirlee-Ann Kober attended the monthly Chamber of Commerce meeting.
- Ms. Miller attended the Chamber of Commerce's Women's Networking meeting and a Hartford Foundation for Public Giving workshop on fundraising.
- Diane Durette and Shirlee-Ann Kober attended a Performers Showcase at the West Hartford Senior Center to preview entertainers for possible Library programs.
- Personnel: We lost a new Circulation Substitute to a full time job at another Library, and a Library Page resigned.
- Building: The building continues to be plagued roof leaks due to problems with the skylight, and inconsistent temperatures throughout due to HVAC control issues. New shutter installation was completed. We're still waiting for crown molding to be installed in the upstairs program room and hallway, plus some other projects to be completed.
- Grounds: Parks & Grounds installed a new fence near the main entrance. They took down the smaller fence, which was blocking access to the walkway to the sundial, so now that is open to the gardens, which have been weeded and mulched and it all looks wonderful, thanks to the Parks staff.
- Traditional circulation of Library materials was 29,360 items. During October 19,117 people entered the Library, an average of about 800 people each day. A total of 4,761 reference questions were answered. We circulated 8,622 items to 72 libraries in October. 904 items were checked out by patrons at the self-checkout station.
- Adult computer users logged in 2,561 times. Online databases were accessed remotely 6,597 times and 10,572 online database searches were done in the Library Museum passes were checked out 64 times for a total potential savings to patrons of \$2,366.
- 3,211 adult reference questions were answered. 2,889 hours were logged on children's, teen and adult public computers. The Library's website was visited 6,610 times. "How-to" tutorial screencasts were used 28 times on our website. InterLibrary Loans were processed and 1,341 items were added to the collection. Volunteers logged in 124.5 hours of service.
- Adult programs attracted 428 people for a brown bag lunch and a movie, book discussions at the Library and Cedar Mountain Commons, *Fenway 1912* with author Glenn Stout, *Surviving Mount McKinley*, *Power Strategies for You*, and 5 computer classes. Books were delivered to two homebound patrons.
- Teen programs attracted 66 young adults for a Halloween Anime Club, *Make a Creepcake*, and several book clubs at the High School and Middle School.
- Children's services included 68 programs with 1,756 attending. In addition to weekly storytimes and regular special programs, children were delighted by a very competitive pumpkin decorating program, the Riordan Rave Halloween costume party and PJ Yoga. Children's staff answered 1,550 reference questions and children signed up to use computers for 328 hours. Children's databases were accessed 577 times.
- Pat Pierce hosted the Early Childhood Council Parent Workshop.
- Quiet Study rooms were booked for 220.5 hours. The program rooms were used 83 times. Of the total events in meeting rooms, 61 were Library sponsored and 22 were outside groups.
- Business Manager Lynn Caley, notarized 9 documents for patrons.